



Student Teaching Leave Request

All pre-planned absences from student teaching must be approved in advance.

Depending on the attendance and performance of the student teacher, the cooperating teacher (CT) and university supervisor (US) may approve leave for: (a) **one professional development conference**; and, (b) **an interview**, if it cannot be scheduled at any other time; and, (c) **one job fair**

This form must be completed by the student teacher and signed by both the CT and the US prior to the absence for the request of leave to be approved. *Student teachers must save a copy of the signed form for their files.*

Other Leave Requests, including arriving late or leaving school early, must be approved in advance by the CT and US, **and then** submitted electronically to the department/program head and ESC (teacher-ed@jmu.edu) for final approval. *NOTE: Conference, interview, and job fair requests do not need program or ESC sign off.

Student Teacher Name: _____ **Date:** _____

Placement (School/Division, CT): _____

- **Conference** Date(s) _____ Conference Name/Location: _____
- **Interview** Date/Time _____ Interview Division/Location: _____
- **Job Fair** Date/Time _____ Job Fair Name/Location: _____
- **Other Leave Request** (Describe Event): _____
Other Leave Request Date(s) _____ Location: _____

Reason for Request: Please specify the reason(s) for attendance. Also include (if appropriate) why it cannot be scheduled at another time and any other relevant extenuating circumstances.

Prior Absences Information: Total number of student teaching absences during semester: _____

Date and reason for each prior absence: _____

Approval of Request:

_____ **Approve** **Do not approve** **Date:** _____
Cooperating Teacher Signature

_____ **Approve** **Do not approve** **Date:** _____
University Supervisor Signature

ESC Office Use: Program approval (attach or include name/date): _____