



EARLY CHILDHOOD ATTENDANCE REGISTER

Teacher Education Student's Name: _____

Supervising Teacher's Name: _____

E.C. Centre: _____

Age group of children: _____

Placements Dates: from _____ to _____

The teacher education student and the supervising teacher should initial each day's entry. If the teacher education student or supervising teacher is absent for any period this should also be indicated. Arrangements should be made to make up the days missed by the teacher education student.

DAY	DATE	SIGN ON e.g. 8.30 am	SIGN OFF e.g. 4.00 pm	DAYS ABSENT STUDENT	DAYS ABSENT SUPERVISOR	DIRECTOR OR SUPERVISOR'S INITIAL
MON						
TUES						
WED						
THURS						
FRI						

DAY	DATE	SIGN ON e.g. 8.30 am	SIGN OFF e.g. 4.00 pm	DAYS ABSENT STUDENT	DAYS ABSENT SUPERVISOR	DIRECTOR OR SUPERVISOR'S INITIAL
MON						
TUES						
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MON						
TUES						
WED						
THURS						
FRI						

Teacher education student's absence:

No. of days absent _____

No. of days made up _____

Supervising Teacher's Certification. The above record is, to the best of my knowledge, correct in all details.

Director or Supervising teacher's signature

Date

**At the conclusion of the placement please email the final report, attendance record, claim and the tax file number declaration forms to Office for Professional Learning oplreports@une.edu.au.
PLEASE NOTE: Payment cannot be made unless all these forms are returned**

PLEASE NOTE: AT THE CONCLUSION OF THE PLACEMENT THE ORIGINAL REPORT IS TO BE GIVEN TO THE TEACHER EDUCATION STUDENT FOR INCLUSION IN THEIR RESUME FOLDER FOR FUTURE JOB INTERVIEWS.