***![E:\Practicum Experience Office\School of Education Logo\SCHOOL OF EDUCATION LOGO LOCKUP-01[1].jpg]()***

**Office for Professional Learning**

**School of Education**

Telephone (02) 67733898

Email: peo@une.edu.au

# EARLY CHILDHOOD PROFESSIONAL EXPERIENCE ATTENDANCE REGISTER

STUDENT TEACHER’S NAME:

SERVICE/CENTRE: DIRECTOR/SUPERVISOR’S NAME:

PLACEMENT DATES

: FROM

TO

The pre-service teacher is to record the date, the time of arrival and departure from the centre. Each day’s entry should be initialed by the director/supervisor. If the pre-service teacher or director/supervisor is absent for any period this should also be indicated.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY****e.g** **Mon etc** | **DATE** | **SIGN ON****e.g.****8.30 am** | **SIGN OFF****e.g.****4.00 pm** | **DAYS ABSENT (STUDENT)** | **DAYS ABSENT (DIRECTOR/ SUPERVISOR)** | **DIRECTOR/ SUPERVISORS INITIAL** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**P.T.O..=>**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY****e.g Mon etc** | **DATE** | **SIGN ON****e.g.****8.30 am** | **SIGN OFF****e.g.****4.00 pm** | **DAYS ABSENT (STUDENT)** | **DAYS ABSENT (DIRECTOR/ SUPERVISON.)** | **DIRECTOR/ SUPERVISORS** INITIAL |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Student's absence**: Please note day and date made up due to absence

**Director/Supervisors Certification**. The above record is, to the best of my knowledge, correct in all details.

**DIRECTOR/SUPERVISORS SIGNATURE DATE**

**At the conclusion of the placement please email the final report, attendance record, claim and the tax file number declaration forms to the Office for Professional Learning** **peo@une.edu.au****.**

**PLEASE NOTE: Payment cannot be made unless all these forms are returned.**

**PLEASE NOTE: THE ORIGINAL REPORT IS TO BE GIVEN TO THE PRE-SERVICE TEACHER FOR INCLUSION IN THEIR RESUME FOLDER FOR FUTURE JOB INTERVIEWS.**