**

**Office for Professional Learning**

**School of Education**

Phone (02) 67733898

Email: [peo@une.edu.au](mailto:peo@une.edu.au)

**PRIMARY PROFESSIONAL EXPERIENCE ATTENDANCE REGISTER**

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| **Teacher education student’s name:** |  | **School:** |  |
| **Supervising teacher’s name:** |  | **Stage:** |  |
| **Placements dates: from** |  | **to** |  |

The teacher education student is to record the date, the time of arrival and departure from the school and the lessons observed and taught each day. The teacher education student must enter the subject for each session taught. Each day's entry should be initialled by the supervising teacher. If the teacher education student or supervising teacher is absent for any period this should also be indicated

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| **DAY** | **DATE** | **SIGN**  **ON**  **e.g.**  **8.30 am** | **SIGN**  **OFF**  **e.g.**  **4.00 pm** | **Morning session**  **(e.g. Observation)** | **Midday session**  **(e.g. Reading Groups)** | **Afternoon session (e.g. Writing)** | **DAYS ABSENT (STUDENT)** | **DAYS ABSENT (SUP. TEACHER)** | **SUPERVISING TEACHER'S INITIAL** |
| MON |  |  |  |  |  |  |  |  |  |
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**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.

SUPERVISING TEACHER DATE

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| 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](mailto: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.**