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**Office for Professional Learning**

**School of Education**

Phone (02) 67733898

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

**SECONDARY PROFESSIONAL EXPERIENCE ATTENDANCE REGISTER**

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| **Teacher education student’s name:** |  | | **School:** |  | |
| **Supervising teacher’s name::** |  | | **Subject area(s)** | |  |
| **Length of lesson:(e.g. 60 mins):** |  | **Placement dates::** |  | | |

The teacher education student is to record the date, the time of arrival and departure from the school and the subject and year level for each lesson observed and taught each day. **The supervising teacher must indicate the lessons in which they are directly involved by placing their initial next to each relevant entry (this is only relevant when there is more than one supervising teacher**. If the Teacher education student or the supervising teacher is absent for any period this should also be indicated.

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| **DAY** | **DATE** | **SIGN ON**  **e.g. 8.30am** | **SIGN OFF**  **e.g. 4.00pm** | **1st Period**  **e.g. Yr 7 History** | **2nd Period** | **3rd Period** | **4th Period** | **5th Period** | **6th Period** | **7th Period** | **Extra Activities** | **MARK DAYS ABSENT** |
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SUPERVISION BY MORE THAN ONE TEACHER. When a Teacher education student is supervised by more than one teacher, the Office for Professional Learning will only pay the equivalent of one award payment per day. It is the responsibility of the supervising teacher to indicate below the proportion of the daily rate each should be paid (probably based on the number of lessons supervised by each teacher) e.g. Supervisor 1: 0.6, Supervisor 2: 0.4.

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| **SUPERVISOR 1** | **NAME:** | **PROPORTION OF SUPERVISION:** | **SUPERVISOR 2** | **NAME:** | **PROPORTION OF SUPERVISION:** |

**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 the  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: THE ORIGINAL REPORT IS TO BE GIVEN TO THE TEACHER EDUCATION STUDENT FOR INCLUSION IN THEIR RESUME FOLDER FOR FUTURE JOB INTERVIEWS.**