

FLORIDATM SOUTHWESTERN STATE COLLEGE

SCHOOL OF EDUCATION

ATTENDANCE CONTRACT

After three classroom hour absences, teacher candidates will not be permitted to return to class without written permission from the instructor (attendance form , A-1 will be kept on file). Each absence thereafter may result in a 10% reduction of overall grade. Issues of appeal will be reviewed by the Associate Dean of the School of Education and may be forwarded on to the Education Review Committee, if necessary.

I, _____, am aware of the above attendance policy. On the following dates _____,

I have missed more than three classroom hours in _____.

Course Name and Number

- Examples:**
- T-Th class absences = 2 missed classes
 - M- W class absences = 2 missed classes
 - M-W-F class absences = 3 missed classes
 - Evening Classes = 1 class

I understand that any future absences may result in a 10% reduction in my overall course grade. A grade of 75% or better is required for all education baccalaureate program course work. Excessive absences may result in a failing grade and/or removal from the program.

By signing below, I acknowledge that I have read and understood the above attendance policy. Furthermore, I understand that this contract must be signed by my instructor prior to returning to class.

Teacher Candidate Signature

Date

Instructor Signature

Date

Coordinator of Assessment & Student Success Signature

Date

Please return a copy to Coordinator of Assessment & Student Success in the School of Education.

ATTENDANCE RECORD FORM

Teacher Candidate: _____

Course Name and Number: _____

Instructor: _____ Semester: _____

Date A-1 submitted: _____

| Date of Absence | Course Grade |
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