

Attendance Documentation Directions

(Page 1 of 3)

Document attendance:

1. Log into *MY ASU* at <http://myasu.aug.edu/>
2. Click the **Elroy** tab in the Launch Pad
3. Click the **Personal Information** item
4. Click the **Education Field Experience Attendance Form** item
5. Choose course to document attendance hours(*Courses are listed in drop down box*)
6. Fill in the form and click **Save**

*When you first log in you will see a one page document. When the document is full, save it and then log back in to see your previous entry and it will automatically add more lines to your form. (*You can log into this site to update the attendance information as often as you would like to maintain an accurate up to date record. Remember that the University Supervisor will verify your attendance at the end of each month.*)

7. Enter the information in the correct format or the data will not save.

EXAMPLE:

<u>Date</u> MM/DD/YYYY	<u>Time-In</u> HH:MM AM/PM	<u>Time-Out</u> HH:MM AM/PM	<u>Daily Total</u> *convert	<u>Notes</u> **drop down box
08/05/2010	07:50 AM	03:35 PM	7.75	

*Type in your *Date*, *Time- In* and *Time- Out* and then total the hours and minutes. Then convert the minutes to decimals and enter the data in the *Daily Total* column. Use the chart below to help you convert your minutes to decimals to document your attendance. For example, if you were in attendance at the school for 8 hours and 15 minutes then you enter 08.25.

** The *Notes* column has a drop down box when you need to designate a furlough, absent, tardy, school closing (weather delay), school related event, make-up tardy, make-up absence, study abroad, etc.

- For every absence or tardy you should have a makeup absence or make up tardy. You cannot make up an absence until after the official final day of the apprenticeship/practicum experience.
- **FYI:** Teacher candidates are expected to participate in anything their Master/Mentor Teacher does unless they are asked not to participate (Ex: RTI meetings, IEP meetings, bus/car duty, lunch duty, faculty meetings, PTO events, school carnivals, field trips, professional development, etc). You count these hours on your attendance form and mark it as a *school related event* in the **Notes** column if one of these events requires your attendance outside the normal daily working hours.

- You may also count seminar hours conducted at the apprentice school, district, or ASU. You may not count hours traveling to and from the seminar but the actual hours that you participate.

8. Use the chart below to help you convert your minutes to decimals to document on your attendance page. (*minutes divided by 60*)

Minute to Decimal Conversion	
Minutes	Decimals
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.5
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92

Attendance questions and answers:

FYI: **Apprentices** have a **680 hour** apprenticeship total minimum mandatory requirement and **Practicum** teacher candidates have a **600 hour** practicum total minimum mandatory requirement that are BOR and NCATE issues and therefore cannot be compromised.

Furlough days: Furlough days do not count toward your hours. You need to enter the date and then leave the hours columns blank. Mark the date as furlough in the drop down box in the **Notes** column. Furlough days do not change your final day of apprenticeship/practicum as originally scheduled on the calendar of dates posted on the website. You are not required to add on a day at the end of your experience because of the furlough days. However, if you get toward the end of your experience and you do not have a minimum of 600 hours total for Practicum or 680 hours total for Apprenticeship then you must make up that time by staying after school extra hours to help in the classroom or attending another day at the end of the experience for the required missing hours. *(Most students end up with more than enough hours at the end of their experience.)*

Two-Hour delays (weather delay): Teacher candidates will enter the time they actually checked in at their schools. Candidates always document "real time." They can make up those lost hours through faculty meetings, PTO events, planning, or after school meetings. Teacher Candidates need to evaluate along with their University Supervisors the number of hours they will have at the end of their apprenticeship/practicum experience. As long as the candidates have a minimum total of 600 hours for Practicum and 680 for Apprenticeship then they have met the minimum requirement. If however, they are going to fall short of the total 600 or 680 hours due to furlough days or weather delays then they must stay after school extra hours to help in the classroom or attend another day at the end of the experience to make up the required missing hours.

Absences/Tardies:

- The **Apprenticeship** duration is 75 consecutive days (plus the 10 day Beginning of the Year Experience for a total of 85 complete days). The **Practicum** duration is 75 consecutive days.
- All absences must be made up at the end of the apprenticeship or practicum experience. If a student is absent or is tardy (arriving late or leaving early) they must immediately contact their school and Master/Mentor Teacher and then email their University Supervisor. There are no excused tardies or absences.
- If a student is absent four days they will be removed from apprenticeship or practicum.
- Attendance must be documented through the school's attendance records as well as through Elroy.
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their Apprentice/Practicum school either before and/or after to minimize the amount of time out of the classroom (depending on the time of the screening). If a student wishes to attend more than two county job screenings then they may do so but will need to make up the time.