### **SEP Attendance Log**

ST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEP 1  SEP 2  SEP 3

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| * Practicum hours are the same as that of a full-time teacher. | * For medical absences, submit doctor’s note to Academic Advisor. |
| * Submit to your Academic Advisor at the end of each SEP as part of portfolio | * As like all MOE/private school teachers, attendance is from morning anthem until the time all teachers can leave. |
| * SM signs daily, then School Principal signs at the end of the week. |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Week of | Sat./Sun. | Mon. | Tues. | Wed. | Thurs. | Principal’s Signature |
| 1. | In:  Out: | In:  Out: | In:  Out: | In:  Out: | In:  Out: |  |
| SM Signature |  |  |  |  |  |  |
| 2. | In:  Out: | In:  Out: | In:  Out: | In:  Out: | In:  Out: |  |
| SM Signature |  |  |  |  |  |  |
| 3. | In:  Out: | In:  Out: | In:  Out: | In:  Out: | In:  Out: |  |
| SM Signature |  |  |  |  |  |  |
| 4. | In:  Out: | In:  Out: | In:  Out: | In:  Out: | In:  Out: |  |
| SM  Signature |  |  |  |  |  |  |