

Millersville University

Electronic Student Teaching Absence Form Student Instructions

Step 1: Open the Absence Form using the link below:

<https://www.millersville.edu/absencerequest>

Step 2: Carefully input your MU ID number, first name, last name, birthday, and phone number. **Please note:** All areas need to be correct. If there is a typo or error, your absence form will not move forward.

Student Teaching Absence Request Form

Please submit this form before 10/10/2019 10:40:42 AM or the form will expire and your data will be lost.

Student Teaching Absence Requests must be approved by the Department of Field Services 5 days prior to the requested absence or within 24 hours of the emergency absence.

I am requesting permission to be excused from student teaching for the dates and reasons described in this request. I understand that I may be asked to make-up these dates/times at the end of my assignment in order to complete my st be approved by my cooperating teacher, university supervisor, and the Field Services Office. Failure to receive permission from all individuals will result in the requests being denied.

Student Teacher Information

Millersville University Student ID *	First Name *	Birthday (MM/DD/YYYY) *
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last Name *	Phone Number *
	<input type="text"/>	<input type="text"/>

Step 3: In the next section, click the “Add” button on the left-hand side to input your absence date(s).

Click “Add” button on the right, to enter an absence.

Start of Expected Absence (MM/DD/YYYY) *	End of Expected Absence (MM/DD/YYYY) *	Reason for Absence *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4: Enter the start date, end date, and reason for your absence(s). If you have supporting documentation (i.e., doctor’s note), you can upload those in the “Supporting Documentation” section. Supporting documentation is optional.

Start of Expected Absence (MM/DD/YYYY) *	End of Expected Absence (MM/DD/YYYY) *	Reason for Absence *
<input type="text" value="10/11/2019"/>	<input type="text" value="10/11/2019"/>	<input type="text" value="Doctor's appointments"/>

Supporting Documentation (optional)

Step 5: Indicate whether the absence(s) is your first, second, or personal day. If you have used the three allotted absences, select “please review.” **Note:** To access the drop-down list, you must hit the blue arrow.

Please indicate which absence(s) you are requesting on this form by checking the box that applies.

Each student is allowed 2 excused absences and 1 excused personal day.

*

My first excused day

My second excused day

My excused personal day

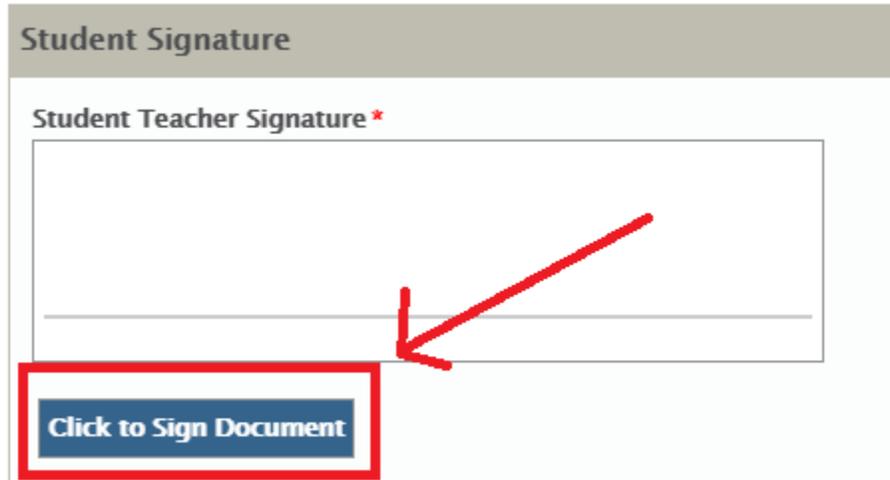
I have already used all of my excused absences—please review

Step 6: Carefully enter your cooperating teacher's first name, last name, and email. **Please note:** The email address must be input correctly. If there is an error, your absence form will not move forward.

Step 7: Carefully enter your university supervisor's first name, last name, and email. **Please note:** The email address must be input correctly. If there is an error, your absence form will not move forward.

Step 8: Proofread. Check for any errors. Errors will delay the approval process due to the form not forwarding correctly.

Step 9: To complete the form, tap the "Click to Sign Document" button & sign with your mouse.



The image shows a screenshot of a web form. At the top, there is a grey header bar with the text "Student Signature". Below this, there is a section titled "Student Teacher Signature *" in bold. Underneath this title is a large, empty rectangular box for a signature. A red arrow points from the bottom right corner of this box down to a blue button with white text that says "Click to Sign Document". The button is highlighted with a red rectangular border.

Step 9: Click the "Submit to Cooperating Teacher" button. You will receive an email notification that your form has been sent.

Step 10: If all of the information entered (e.g., your identification information & co-op email address) was correct, your absence form will be sent to your co-op for approval via email. It is your responsibility to follow up with your co-op to confirm he/she received an email notification to approve the absence. You will receive an email notification that your form has been completed by your co-op and sent on for approval to your supervisor.

Step 11: Once your co-op has either approved or denied your absence, the form will automatically be sent to your university supervisor. The form will only be sent if the supervisor's email was input correctly. It is your responsibility to follow up with your university supervisor to confirm he/she received an email notification to approve the absence. You will receive an email notification once your supervisor completes the form. The form will then be sent to Field Services for final approval.

Step 12: Once Field Services reviews the absence, you will receive an email with final confirmation regarding whether your absence was approved or denied.

Questions?

Contact Field Services
(717) 871-5752

Field.Services@millersville.edu