

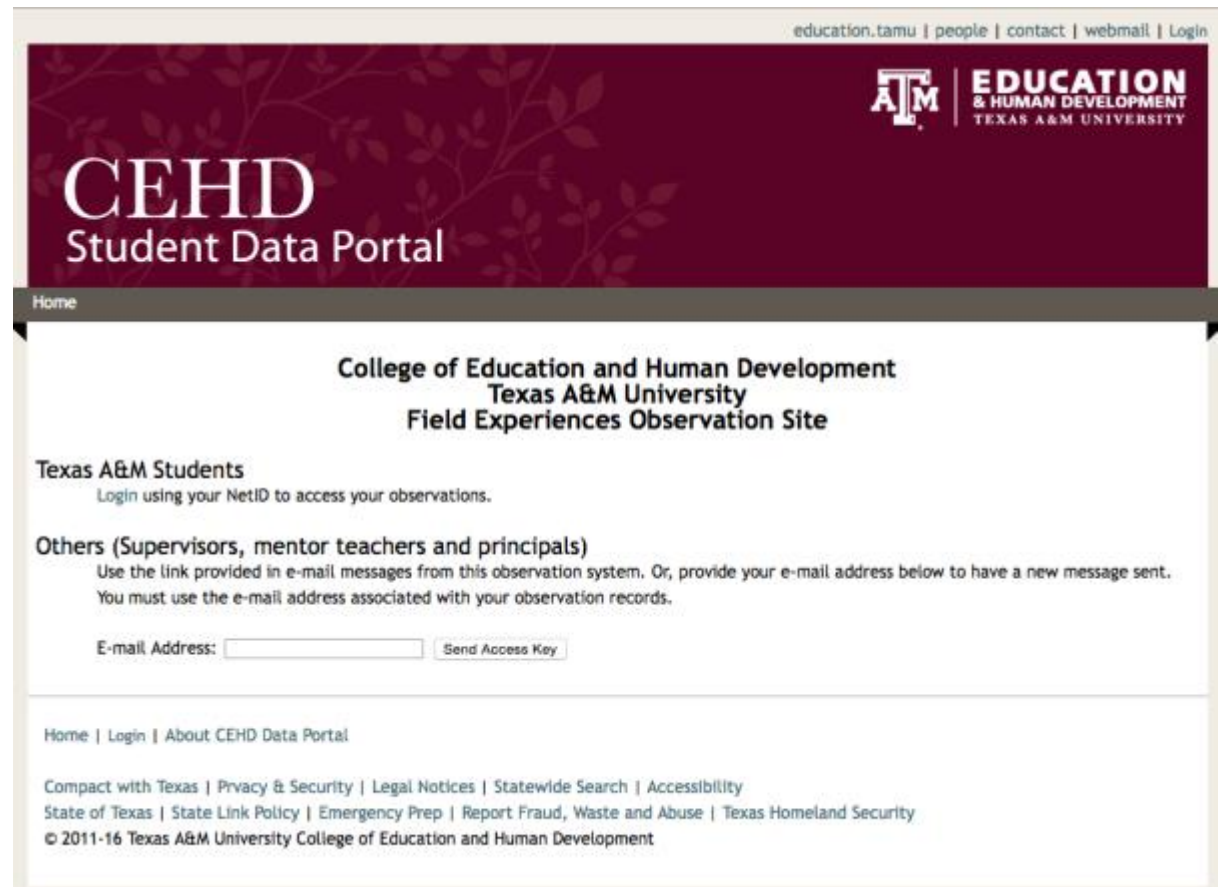
## Submitting Clinical Teacher Absence Reports

Prior to the first time you complete an online form, you will go to this page to obtain a key/link: <https://myrecord.cehd.tamu.edu/observations/>

Login using your NetID.

If you do not have a NetID:

- Enter your email address
- Click 'Send Access Key'



The screenshot shows the CEHD Student Data Portal website. At the top right, there are navigation links: [education.tamu](#) | [people](#) | [contact](#) | [webmail](#) | [Login](#). The main header features the Texas A&M University logo and the text "EDUCATION & HUMAN DEVELOPMENT TEXAS A&M UNIVERSITY". Below this, the text "CEHD Student Data Portal" is displayed in large white letters on a dark red background. A "Home" link is visible in the top left of the main content area. The main content area is titled "College of Education and Human Development Texas A&M University Field Experiences Observation Site". It contains two sections: "Texas A&M Students" with the instruction "Login using your NetID to access your observations." and "Others (Supervisors, mentor teachers and principals)" with the instruction "Use the link provided in e-mail messages from this observation system. Or, provide your e-mail address below to have a new message sent. You must use the e-mail address associated with your observation records." Below the "Others" section, there is an "E-mail Address:" label, a text input field, and a "Send Access Key" button. At the bottom of the page, there are navigation links: [Home](#) | [Login](#) | [About CEHD Data Portal](#). The footer contains links for [Compact with Texas](#) | [Privacy & Security](#) | [Legal Notices](#) | [Statewide Search](#) | [Accessibility](#) | [State of Texas](#) | [State Link Policy](#) | [Emergency Prep](#) | [Report Fraud, Waste and Abuse](#) | [Texas Homeland Security](#) and a copyright notice: © 2011-16 Texas A&M University College of Education and Human Development.

## AGGIE TEACHER 2016 Summer

Select the current semester

This link is your individualized "Key" to access this site.

**AGGIE TEACHER**

<https://myrecord.cehd.tamu.edu/observations/?KEY=>

Other Semesters: 2016 Fall

Click 'Report Absence'

### Your Records (as a student)

Supervisor	Principal	Mentor	District/School	Grade Level	Subject	Start Date
<b>AGGIE SUPERVISOR</b> Report Absence			Bryan/Jones Elementary	1	Self-Contained	

Enter Date of Absence  
Explain Reason for Absence  
Click 'Submit'

**Absence Report**

Name **AGGIE TEACHER**

Date of Absence  (YYYY-MM-DD)

Reason for Absence

When you submit this report a copy will be sent to

University Supervisor  
Cooperating Teacher  
Field Experiences Office

**Submit**

## **LENGTH OF SEMESTER**

The clinical teaching semester has been designated as 60 days (but may be extended as necessary) according to TEA, the department guidelines and/or student's performance.

## **ATTENDANCE**

Clinical teachers are expected to be in attendance at their cooperating school each day. Leaving the school campus during the school day is not permitted without prior approval. It is the responsibility of the clinical teacher to inform the cooperating teacher, university supervisor and school office as soon as possible if absent. All absences must be officially reported through the online Student Data Portal and made up. Unexcused/excessive absences may result in an unsatisfactory grade in clinical teaching. **Only university approved absences are considered excused.** For more details, visit <http://student-rules.tamu.edu/rule07>.

**Please confer with your cooperating teacher and supervisor regarding how else they may want you to report your absences to them (text, call, etc.)**

For more information, please review page 7 of the Clinical Teaching Handbook.

<http://tlac.tamu.edu/clinical-teaching-handbook>

Please don't hesitate to contact us if you have questions.

Kim Parish, Associate Director

Mary Ronsonet, Administrative Coordinator

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### **Clinical Teaching**

Field Experiences Office

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• *Always Expect More of Aggie Teachers* •