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’
Select the current semester

Click ‘Report Absence’

Enter Date of Absence

Explain Reason for Absence

Click ‘Submit’
LENGTH OF SEMESTER

The clinical teaching semester has been designated as 65 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](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](http://tlac.tamu.edu/clinical-teaching-handbook)
Please don’t hesitate to contact us if you have questions.

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Clinical Teaching
Field Experiences Office

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⭐ Always Expect More of Aggie Teachers ⭐