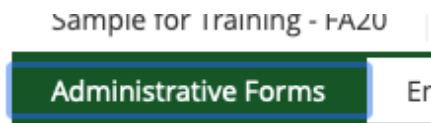




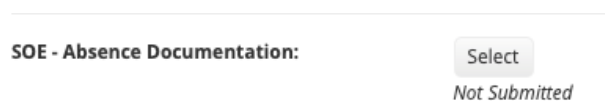
Absence Documentation

Baylor candidates must notify the Mentor Teacher first and then the Professor of Record when they are going to be absent. Documentation of an absence is required by the next seminar meeting. This document shows you how to complete the Tk20 form.

1. Log in to Tk20 and open your Field Experience Binder. Refer to the How-to article “Accessing and Completing Forms in a Field Experience Binder” for instructions on accessing your binder if you are unfamiliar with that process.
2. Click the “Administrative Forms” tab, as shown in this example image:



3. Open the “SOE - Absence Documentation” form.
 - If you are documenting your first absence, click the “Select” button.



- If you are adding additional absences, you will simply click the link for the “SOE - Absence Documentation” form.

- In the “Absence Details” section of the form, click the green + sign to add an entry. Fill in the “Date” and “Reason for Absence” text boxes, using information about the absence you are documenting.

ABSENCE DETAILS

Absences +

<input type="checkbox"/>	Date	Reason for Absence
<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>

- Attach the paper documentation that you must complete using the “Attached Documents” section. The paper “Absence Documentation Form” can be found in the Document Room of Tk20 and Appendix B of your Handbook, or you can include a PDF of the email you sent to Faculty and Cooperating Teachers notifying them of your absence.

For each absence, please attach a copy of the email to your Mentor/CI or UL/Intern Supervisor to this form and upload it into this form in T absence.

Attached Documents:

+ Select File(s)

Drag and drop files here

- Close the form by...
 - Clicking the “Add” button if this is your first absence, or
 - Clicking the “Update” button if you have entered previous absences.
- Note that you should NOT submit this form as you do other Tk20 forms. Submitting a form locks it and you cannot add any more absences to it. Since you may need to add additional absences throughout the semester, you should NOT submit this form.