

**Appendix C**  
**Sample Attendance Card**

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- Directions**     The following guidelines must be met when completing the timecard:
- Print legibly in black or blue ink
  - Ensure Teacher Candidate initials each column including "Total"
  - Provide a copy to the Site Coordinator per request at anytime

**Teacher Candidate** \_\_\_\_\_ **Mentor Teacher** \_\_\_\_\_

**R number** \_\_\_\_\_ **District** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Campus** \_\_\_\_\_

- Fall
- Spring
- Year \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Grade level** \_\_\_\_\_

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Weeks	Number of Days Absent	Number of Days Present	Teacher Candidate Initials	Mentor Teacher Initials
<b>Totals</b>				