VARIANCE TO POLICY STATEMENT
REQUEST PROCEDURE

Attendance during student teaching is very important, so carefully consider the importance of your request. Will it benefit your professional growth? Is your participation critical enough to warrant missing a day or days of student teaching? If so, the procedure for requesting to be excused is as follows:

1. Send an email to the Program Coordinator (Mrs. Dougherty – das54@psu.edu). **DO NOT DISCUSS THE ABSENCE WITH YOUR Cooperating Teacher FIRST!!**

2. The Program Coordinator will determine if the request is appropriate and, if necessary, will send it to the entire Music Ed Faculty for a decision.

3. If deemed appropriate, the Program Coordinator will consult the Cooperating Teacher(s) for authorization.

4. The Student Teacher will be notified of approval or denial of the request.

What to Include in the Request
- Name
- Date of request
- Date(s) of requested absence
- How the function will benefit your professional growth
- Why it is critical for your participation

Note:
Student teachers should schedule graduate auditions to limit school absences and to avoid repeated absences on the same instructional cycle days. We recommend that student teachers miss no more than 5% of their student teaching days (approximately 4 days) for graduate auditions. Also, you should avoid always missing the same day of the week for your auditions.

The request must be submitted by the student to the Program Coordinator (currently Mrs. Dougherty) **as early as possible, preferably at least six weeks prior to the beginning of the student teaching semester, and no later than the first day of the student teaching semester.** An opportunity that becomes known to the student teacher after the student teaching semester begins will be considered on a case-by-case basis, in consort with other requests and in regard to the timeliness of the request.