Time Log Guide Q



TIME LOGS

Time Logs provide a record of a Teacher Candida s' O (TC's) days present and absent.

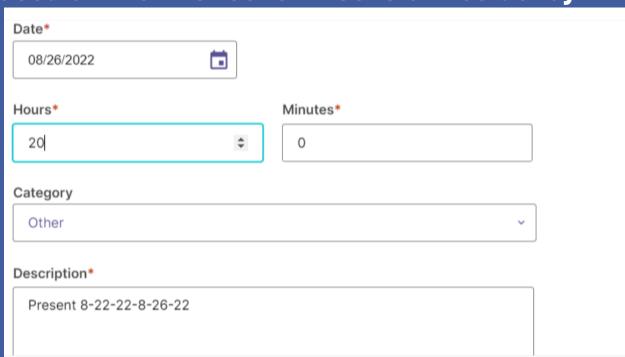
- TC's submit one log weekly (15 total).
- Mentors will approve time logs weekly.
- A school day is (8) eight hours, including morning duties (30 minutes) or afternoon duties (30 minutes).

Optional: Please log additional days attended before the semester begins.



Present Example

Based on the first seven weeks of Residency



Absent Example

Based on the first seven weeks

Date*		
08/26/2022		
Hours*	Minutes*	
12	0	
Category		
Other	~	
Description*		
Present 8-22-22-8-25-22 Absent 8-26-22		



COUNTING HOURS



To account for differences involving excused absences, holidays and inclement weather, TC's are required to have a range of hours each semester. Students who have approved hours within the range do not need to make up excused absences. All unexcused absences must be made up.

Fall Hours (428-444)

- 140 Hours First seven weeks-2.5 days per week (2 days 8 hours; 1/2 Day- 4 hours)
- 288 **Hours** 8 Weeks- 4.5 days per week (4 days 8 hours; 1/2 Day- 4 hours)

Spring Hours (544-584)

- Fifteen Weeks- 5 days per week (8 hours a day)
- MLK Day (8 hours excluded)
- President's Day (8 Hours Excluded)
- Spring Break Week (Excluded from total)