

Absence from Webinar Training Session

Policy: If extenuating circumstances occur and, as a result, the Master Teacher Candidate must miss a monthly webinar session, the candidate must notify his/her mentor as soon as possible prior to the session. Any session missed must be made up in order to receive the 30 hours of CEU and the TEA reimbursement. After 2 missed sessions, the candidate will not be eligible to receive the 30 hours of CEU, but instead will be awarded a certificate reflective of the actual hours of attendance.

Please complete the form below and submit it to your Catalyst™ Mentor within two weeks of the missed session.

Name _____

School _____ District _____

Date of Webinar _____

Reason for Absence _____

I have watched the recording of the session I missed in its entirety and have completed any assignments given to me by my mentor.

Teacher Name _____

Teacher Signature _____ Date _____

Mentor Signature _____ Date _____

Mentor Comments _____
