**Weekly Conference Tracking Form**

**Black Hills State University Professional Teacher Preparation Program**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[(Submit Online on Friday, Date it the Monday of the Week)](https://form.bhsu.edu/BH_FieldExperience/WeeklyConference.aspx)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Week** | **Conference Agenda** | **Target Activities** | **Strengths** | **Goals for Growth** | **Submitted Date** |
| Week 1 |  |  |  |  |  |  |
| Week 2 |  |  |  |  |  |  |
| Week 3 |  |  |  |  |  |  |
| Week 4 |  |  |  |  |  |  |
| Week 5 |  |  |  |  |  |  |
| Week 6 |  |  |  |  |  |  |
| Week 7 |  |  |  |  |  |  |
| Week 8 |  |  |  |  |  |  |
| Week 9 |  |  |  |  |  |  |
| Week 10 |  |  |  |  |  |  |
| Week 11 |  |  |  |  |  |  |
| Week 12 |  |  |  |  |  |  |
| Week 13 |  |  |  |  |  |  |
| Week 14 |  |  |  |  |  |  |
| Week 15 |  |  |  |  |  |  |
| Week 16 |  |  |  |  |  |  |

**Note:** Up to 2 days of absence are allowed for excused events (such as sickness, job interviews, or family emergencies.)

**Leave of Absence Tracking Form**

When absent, **first** contact your clinical educator &/or school and then fill out the Leave-of-Absence Form ([online](https://form.bhsu.edu/BH_FieldExperience/LeaveOfAbsence.aspx))

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Reason for Absence** | **Excused** | **Make up days** |
|  |  | YES |  |
|  |  | YES |  |
|  |  |  |  |
|  |  |  |  |