

# Report of Student Absence due to Participation in “Teaching/Nursing Care Practicum” for APU Teaching Certificate Program with Musashino University

Date: \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day

**To (instructor):** \_\_\_\_\_

We hereby report the absences of the following student.

<b>Student ID No.</b>		<b>College</b>	<input type="checkbox"/> APS <input type="checkbox"/> APM	<b>Year Level</b>	
<b>Name</b>					

<b>Subject</b>	
<b>Day &amp; Period</b>	

<b>Reason of Absence</b>	<input checked="" type="checkbox"/> Check the appropriate box <input type="checkbox"/> Teaching practicum <input type="checkbox"/> Nursing care practicum <input type="checkbox"/> Teaching practicum pre-program meeting (conducted by host institution)	
<b>Official Certificate *</b>	<input type="checkbox"/> Teaching practicum      → Informal consent form (copy) <input type="checkbox"/> Nursing care practicum      → Destination/schedule confirmation form <input type="checkbox"/> Teaching practicum pre-program meeting      → Notification of meeting from host institution (document or email) <small>* If you need to refer to an official certificate submitted to the Academic Office, please contact <a href="mailto:kyosyoku@apu.ac.jp">kyosyoku@apu.ac.jp</a> .</small>	
<b>Period</b>	From:      year      month      day 20      /      /	To:      year      month      day 20      /      /
	(Total Days: _____ )	

APU works in conjunction with Musashino University’s Distance Learning Division to provide the APU English Teaching Certificate Program. Students registering for this program aim to acquire their teaching certificate (English teaching) in order to teach in Japanese junior and senior high schools. Under this program, 4th-year students return to their alma mater (junior or senior high school) for a 3 week teaching practicum, conduct a 2 day nursing care practicum at a special education school, as well as a 5 day of practicum at a welfare facility for a total of 7 days of nursing care practicums in Oita Prefecture (arranged by the Oita Prefectural Board of Education and Social Welfare Council). Students cannot request certain locations or dates for these practicums.

In addition, regarding teaching practicum, certain host institutions also require students to attend pre-program meetings. There are cases where students are informed of the dates of these meetings after course registration, and similar to the scheduling of the practicums, students are unable to change these dates.

APU does not have any system for recognizing "official absence." Therefore, the handling of absences must be the prerogative of each individual instructor. We ask for your generosity to grant an official absence to this student, who is obliged to miss class for the compelling reasons shown on the request form.

**Dean of Academic Affairs**      Seal