FCC PHASE ABSENCE REQUEST FORM

• EXCUSED ABSENCES FROM MANDATORY SESSIONS: Students may be excused from mandatory sessions on the basis of serious health issues, family emergencies, religious holy days, or presentation of their work at meetings (other similar circumstances, to be handled on a case-by-case basis). In these circumstances, students must notify the course administration in advance if they will be unable to attend a mandatory class session. If the mandatory session is a small group, students also should notify their group facilitator and group mates. If the student will miss clinical duties, he/she must also alert the supervising resident. It is recognized that in some situations students will not be able to provide advance notice. In these circumstances, students should contact the course administration and/or the Associate Dean for Medical Student Affairs or the Assistant Dean for Assessment as soon as possible to explain why they were unable to attend.

NAME: _______________________________ TODAY’S DATE: _________________

COURSE/CLERKSHIP: ______________________

MISSED DATE(S): _________________________

REASON(S) FOR LEAVE: _______________________________________________

HAVE YOU DISCUSSED WITH YOUR SMALL GROUP FACILITATOR(S)?

  o YES
  o NO

HAVE YOU DISCUSSED WITH YOUR SMALL GROUP CLASSMATES?

  o YES
  o NO

HAVE YOU DISCUSSED WITH YOUR LONGITUDINAL COURSE DIRECTOR(S)?

  o YES
  o NO

IF YES, IS THERE REQUIRED MATERIAL TO MAKE UP?

  o YES
  o NO
HAVE YOU DISCUSSED WITH YOUR CLINICAL PRECEPTOR?

- YES
- NO

HAVE YOU DISCUSSED WITH YOUR CLINICAL TEAM?

- YES
- NO

APPROVED: _____________________________________________________

CLERKSHIP DIRECTOR

APPROVED: _____________________________________________________

Longitudinal Course Director

APPROVED: _____________________________________________________

ASSOCIATE DEAN FOR ASSESSMENT OR
ASSOCIATE DEAN FOR MEDICAL STUDENT AFFAIRS