

Family & Community Medicine Absence Notification

To Students: Students must request and receive excused absences directly from the Office of Student Affairs. You are required to notify the Clerkship Director prior to receiving the excused absence. This form is to be used to submit that notice to Family and Community Medicine. We also expect you to notify your preceptor/site of your plans for absence. Once the Department receives confirmation of the excused absence, your preceptor/site will be notified.

PLEASE PRINT

Student: _____ Form submitted on: ____/____/20____

Student's Box Number _____ Contact Phone/Pager _____

Junior _____ Senior _____ (Anticipated Graduation Date: May 200 ____)

Service/course from which you are requesting an absence:

____ T3 FM Clerkship; Preceptor/site: _____

____ Other: _____ Preceptor/site: _____

Explain reason for absence:

Dates of absence: Commencing _____ Ending _____ Back at site on _____

I (circle one) have/intend to request an excused absence from Student Affairs as above.

I (circle one) have / intend to notify my preceptor/site of this absence.

Student's Signature _____ Date ____/____/____

After completion, please return to:

Roberta Cartaginese, Senior Program Coordinator
Department of Family and Community Medicine TB 3
(504) 988-4705 FAX (504) 988-4701

===== FOR DEPARTMENTAL USE ONLY =====
Comments: _____ Noted

Signature _____ Date ____/____/0____
Faculty Member/Course Director
Dept. of Family and Community Medicine