Faculty of Nursing Clinical and Lab Absence Form

Missed Clinicals / Labs are reviewed by the Associate Dean and/or a designate.

Submission Instructions: Complete and submit this form on the same day that you are absent from clinical / lab unless the situation surrounding your absence precludes your ability to complete the submission process on the same day

NOTE: Justification is required. If the absence is due to an illness or medical concern, a medical note is required to be submitted along with this form to validate your absence. Other supporting evidence must be attached if the absence is due to bereavement or extenuating circumstances.

E-mail this form and supporting documentation/evidence to the Clinical Placement Secretary, Susan Rotondi-Moore, at srotond@uwindsor.ca, **AND** to your clinical/lab instructor/faculty advisor **AND** the course lead.

PART A – COMPLETED BY STUDENT (Please print clearly)	
First name:	Last name:
Student number:	Telephone #:
Email (UWindsor):	Absent from: Clinical Lab
Instructor Name:	By checking the box, you understand that remediation is required to complete the course components of your missed clinical/lab.
Course Number:	Course section:
Date of Missed Clinical/Lab (yyyy/mm/dd):	Hours of Missed Clinical / Lab:
Reason for Missed Clinical/Lab (Attach supporting evidence as specified above):	
□ Health/Medical	
□ Bereavement	
Extenuating Circumstances (explain):	
By typing your name, this serves as your signature and you acknowledge that this information is accurate and true.	
Student Signature:	Date (yyyy/mm/dd):
PART C – COMPLETED BY CLINICAL COORDINATION OFFICE	
Date received (yyyy/mm/dd): Forwarded to:	
Comments and Follow-Up:	

Re: Collection of Personal Information - The personal information collected on this form is collected under the authority of the University of Windsor Act and is collected in order to consider requests for consideration of clinical absence in the Faculty of Nursing. If you have any questions about the collection of the personal information on this form, please direct your questions to Rosalba lannicello (Nursing Secretary/Receptionist, Faculty of Nursing) at rosalbai@uwindsor.ca or 253-3000 (x2265). Version 1.0 2019-07-31