

Directory

Reports

### Search

Search

### Quick Links

- ▶ ALERT (Mistreatment Reporting url)  
1-800-889-1547
- ▶ My Course Eval
- ▶ Academic Calendars
- ▶ I want a Tutor
- ▶ Catalyst
- ▶ Echo 360
- ▶ LCMS+/LEO
- ▶ MSSF
- ▶ MedProctor
- ▶ My Course Evals
- ▶ Patient Encounter and Procedure Checklists
- ▶ Student Handbook
- ▶ Student Record/Class Rank
- ▶ Wellness Resource Room (pdf)

## Medical Student Status Form (MSSF)

Select Student:

please select

[Student Handbook](#)

Please select action:

Absence

Withdrawal from COM

Transfer

LOA

Remediation

1. Select your name from the dropdown box.
2. Click the **<Absence>** radio button.

Request Date: 12/16/2019

Status: Unsubmitted

### MSSF Request Form

#### Absence Form for Required Student Activities

**IMPORTANT: It is the student's responsibility to contact the course director to determine if there is MANDATORY make up activities/assignments that must be completed regardless of whether the absence is excused or unexcused.**

Please select the best reason for your temporary absence:

- Conference (required documentation: Invitation)
- Family Death or Critical Emergency, if so, specify relationship Death (required documentation: Funeral Program)
- Illness ( self or immediate family) (required documentation: MD note for 2 or more consecutive days)
- Medical Appointment
- Other, Please Specify
- Residency Interview

3. Click the radio button next to the reason for your absence.

4. Briefly describe and/or add any important information pertaining to your absence.

Briefly enter additional information concerning your absence:

high fever

Please select the date(s), course(s) and activities for ALL required events missed during your absence on this form. Multiple Events can be submitted on the same form.

Select the date/course/activity and press 'Add Activity' for each record. After all activities have been entered for this absence, submit form.

Date of Absence : 1/22/2020  Full Day Absence?  
(mm/dd/yyyy)

Course/Rotation: CARDIAC CARE UNIT UH

Activity: Clinical Rotation Please specify:

Required Activities to be submitted...

CourseName	ActivityDate	ActivityDesc	Full Day	
CARDIAC CARE UNIT UH	1/22/2020	Clinical Rotation	Y	<input type="button" value="Delete"/>
Student Affairs General Course	1/22/2020	Clinical Testing	Y	<input type="button" value="Delete"/>

Upload any needed documentation

Select File to upload:

No file chosen

(.doc, .docx, .pdf)

9

5. Choose the date of your absence. **\*\*M3/M4 must also select if the absence is a Full or Half Day by checking/unchecking the <Full Day Absence?> box.**

6. Determine **ALL** required courses & activities missed during your absence. **\*\*M1/M2 will use LEO to make this determination.**

7. Choose the appropriate course and then each missed activity from the dropdown boxes, clicking the **<Add Activity>** button after each selection. This will build a table of missed activities related to this particular absence (please see the example table circled above).

8. When you are finished building all missed courses & activities into the table, upload any pertinent documentation. Files must be in one of the three acceptable formats: doc/docx/pdf. **\*\*Documentation is REQUIRED for all conference attendance requests.**

9. Click **<Submit>**