## Student Absence Reporting Form

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Section/Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Absence Notified

<table>
<thead>
<tr>
<th>Day:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Person receiving notification:

Did Student make contact in person?

Yes [ ] No [ ]

### Questions

1. Is this your first day of illness?

   Yes [ ] No [ ]

   If not please note 1st day

2. What is the reason for your absence?

3. How long do you think you will be absent from placement?

4. Are you arranging to see your doctor?

5. Have you advised the University/College?

   Yes [ ] No [ ]

   (If no advise student to do so)

6. If you are unable to return to placement (usually day 4 of absence) by the following date. You must contact department again no later than (within 1 hour of starting time).

7. What work is outstanding?

   

---

**Page 1 of 2**

**OT Student Manual 2017**
8. Do you have any deadlines to meet?  
Yes ☐  No ☐
If yes specify…

9. Do you have any meetings/visits arranged that have to be covered?  
Yes ☐  No ☐
If yes specify…

10. Is there anything else we need to know?

11. Do you have any meetings/visits arranged that have to be covered?  
Yes ☐  No ☐
If yes specify

12. Is there anything I can do to help?