UNIVERSITY EYE INSTITUTE
ABSENCE REPORT

Name:______________________________________  Today's Date:_____________________

Date of absence(s): ________________________________________________________________

Reason for absence: ______________________________________________________________

☐ Excused- No Make up required (Official Business/Professional Days)
☐ Excused- 1:1 make up ratio
☐ Unexcused- 2:1 make up ratio
☐ Clinic Trades (signatures & trade dates required from both clinicians)

Trade Dates/Signatures: __________________________________________________________

Signature of Coursemaster: ______________________________________________________

Makeup clinic is scheduled for semester break only.

Drs. Knowles or Gaume (2nd yr coursemasters) or Dr. Herring (3rd & 4th yr coursemaster)

Clinic(s) / Grand Rounds (AM-PM)  Signatures (Obtain in order listed):
• __________________________  ___________________________________________________
  Service Director

• __________________________  ___________________________________________________
  Coordinator

• __________________________  ___________________________________________________
  Service Director

• __________________________  ___________________________________________________
  Coordinator

• __________________________  ___________________________________________________
  Service Director

• __________________________  ___________________________________________________
  Coordinator

• __________________________  ___________________________________________________
  Service Director

• __________________________  ___________________________________________________
  Coordinator
Clinic Attendance

You have an obligation to attend all of your assigned clinics according to your group schedules. If circumstances require you to miss a clinic, there are very specific protocols which must be followed. A clinic absence may be considered excused or unexcused.

Excused Absence

- Illness, sanctioned religious holidays and unforeseen events such as car trouble, traffic accidents or family illnesses/deaths. Students who are ill should not expose patients, clinic staff, clinic faculty or fellow classmates. Clinic Faculty and Coordinators have the authority to send a student home.
- **Excused absence require a 1:1 make-up clinic. Make-up clinics are scheduled after the last day of the semester.**
- Only two types of excused absences do not require make-up clinic:
  1. Students in good standing who are representing UHCO in an official capacity as an officer, trustee or presenter at an optometric meeting, or who are the recipient of a nationally competitive travel grant/scholarship to a meeting. **Administration may limit the number of representatives and days.** Students must submit a copy of the conference schedule along with their completed absence report form(s) to the Course-Master at least one month in advance for approval. Upon return, documentation supporting their attendance must be submitted to the Course-Master.
  2. Professional Days are provided for the purpose of interviewing for residency and/or employment. A maximum of two excused absences are available to each Fourth Year student. Students must submit their completed absence report form(s) to the Course-Master at least one month in advance, when possible, for approval. Upon return, documentation confirming the interview must be submitted to the Course-Master.

Unexcused Absence

- Family reunions, weddings, graduations, trips, etc.
- Unexcused absences are rarely approved. The Course-Master and Service Director(s) must approve. Approval must be obtained and absence request form completed, with all signatures, at least one month in advance.
- **Unexcused absences require a 2:1 make-up clinic.**

Clinic Trades

- Not all students nor all clinical assignments are eligible.
- Require approval from both the Course-Master and Service Director(s) at least one month in advance.
- Failure to show for a clinic trade is considered an unexcused absence.

Mission Trips

- Students must be in good standing.
- Approved by the Course-Master(s).
- Second Year students are not eligible to miss any clinical assignments.

NBEO

- Clinics must be informed of your absence at least one month in advance.