

Radiologic Technology Department
Absence/ Make up Form

Students must fill out this form and give to the clinical instructor for approval. Once approved, this form must be turned in to the MTSAC Professor within 3 days of the absence. (not including weekends) If the student fails to submit this form in the time indicated, the student will be placed on probation.

Session (Circle one): **FALL** **WINTER** **SPRING** **SUMMER**

Clinical Facility _____

Student Name _____

Date(s) of absences _____

Total hours owed _____

Dates and times for make-up hours: _____

Who was contacted about the absence(s)? _____

Additional comments: _____

Date student turned in form to MTSAC Professors _____

Clinical Instructor's Signature for approval _____

Student's Signature _____

MTSAC Professor Signature _____

This contract is considered a "scheduled shift". If the student does not show up, it will be considered as an additional absence and depending on number of absences may necessitate probation and/or no credit for the course.

Fax number: (909) 274-2466