



**PRE-CLERKSHIP MD PROGRAM
 APPLICATION FOR ABSENCE**

Submit this form to request consideration for a planned absence from a mandatory session(s). Please note that NOT all absences will be approved. Ensure you review the [Pre-Clerkship Attendance and Absence Policy Overview](#) for more information on absences and approval.

Please submit the signed form either in person or by email to [Sonja MacDonald- Year 1 & 2 Saskatoon](#) and [Christa Kaytor - Year 2 Regina](#).

Notify your Year Coordinator **immediately** if you are unable to attend a mandatory session and submit this form **within 3 business days** of the missed session.

Name of Applicant: _____ NSID: _____ Date of Request: _____

Type of Absence:

***NOTE: During pre-clerkship, a MAXIMUM of 5 approved absences (combined Planned and Flex Day absences) are allowed per academic year.**

For an **Unplanned Absence** please indicate the reason:

For a **Planned Absence** please indicate the reason:

Provide the required details as specified in “[Pre-Clerkship Attendance and Absence Policy Overview](#)”. Please attach a second page when necessary. Supporting documentation may be required. If the supporting documentation is confidential in nature, it may be submitted to the Student Affairs Office at the respective site.

Please provide a list of the **MANDATORY** sessions you will miss or have missed as a result of this absence.

Date of Absence (DD/MM/YYYY)	Course(s)/Module(s)/Session or Assessment List each missed Session/Assessment/Rotation separately

For UGME Office Use

Date: _____ Administrative Coordinator Signature: _____

This Absence is: Approved Denied *Conditionally Approved

**For Conditional Approval - Student must complete the conditions listed below and return to the UGME office*

Total Planned/Flex Absences to Date: _____ Total Unplanned Absences to Date: _____



MD PROGRAM CONDITIONAL APPROVAL COMPLETION LIST

Your absence is **CONDITIONALLY APPROVED**. Please review and complete and/or approve the conditions listed below and return the signed form either in person or by email to [Sonja MacDonald - Year 1 & 2 Saskatoon](#) and [Christa Kaytor - Year 2 Regina](#).

Initial When Completed	Complete or Approve these Conditions:

For UGME Office Use

Date: _____ Administrative Coordinator Signature: _____

Absence Approved