

Leave of Absence Request Form

Students are required to attend all timetabled sessions and placements and absence is monitored. Should you require leave of absence, **requests must be made at least one week in advance**. Please complete this form to request any leave of absence. For all other absences, please follow the School's absence reporting procedures, which you can find under Student Support in Moodle.

If you are experiencing difficulties attending, you must let someone in the School know:
(Year Secretary, med-sch-welfare@glasgow.ac.uk) – We are here to help.

Student Name	
Student Number	
Year of Study	

Dates of Absence	
Number of Days	
Reason	
If attending a conference, are you presenting	

Teaching affected (select as appropriate & list specific lecture/skill etc. that will be affected)

Session(s) Affected		List title of session affected
<input type="checkbox"/>	Lecture	
<input type="checkbox"/>	Clinical Skills	
<input type="checkbox"/>	Laboratory	
<input type="checkbox"/>	VS/Comm Skills	
<input type="checkbox"/>	PBL/CBL	
<input type="checkbox"/>	Hospital/GP Placement/Clinical Skills Visit	
<input type="checkbox"/>	Academic Day	
<input type="checkbox"/>	Phase 4 Block	

Completed form to be sent to appropriate Yr Secretary. Leave of absence will not be approved without a form.

Note: Phase 4 Absences - your Educational Supervisor may wish you to make up time on the block during weekends or evenings.