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Medical Student Status Form (MSSF)

Select Student:

please select

1

[Student Handbook](#)

Please select action:

Absence

Withdrawal from COM

Transfer

LOA

Remediation

2

1. Select your name from the dropdown box.

2. Click the **<Absence>** radio button.

Date of Absence: 10/15/2021

(mm/dd/yyyy)

Course/Rotation: Select Course

Activity: Assessments Please specify: Add Activity

Required Activities to be submitted...

CourseName	ActivityDate	ActivityDesc	Full Day	
Fundamentals of Molecular Medicine	10/13/2021	Assessments	Y	Delete
Clinical Skills 101	10/15/2021	Clinical Skills	Y	Delete

Please select the best reason for your temporary absence:

- Conference (required documentation: Invitation)
- Family Death or Critical Emergency (required documentation: Funeral Program)
- Illness (self or immediate family)
- Jury Duty
- Medical Appointment
- Other; Please Specify
- Residency Interview

Briefly enter additional information concerning your absence(No additional information is required for MEDICAL APPOINTMENT):

fever

Upload any needed documentation

Select File to upload:

Browse... No file selected.

(.doc, .docx, .pdf)

Submit

3. Choose the date of your absence.

4. Determine ALL required courses & activities missed during your absence. **Use Leo to make this determination.

5. Choose the appropriate course and then each missed activity from the dropdown boxes, clicking the <Add Activity> button after each selection. This will build a table of missed activities related to this absence. Repeat process for all applicable dates.

6. When you are finished building all missed courses & activities into the table, click the radio button next to the reason for your absence.

7. Briefly describe and/or add any important information pertaining to your absence. **No additional information is required for 'Other' or 'Medical Appointment'.

8. Upload any pertinent documentation. Files must be in one of the three acceptable formats: doc/docx/pdf. **Documentation is REQUIRED for all conference attendance, jury duty & family death requests.

9. Click <Submit>