

Inver Hills Community College
Emergency Health Services Department

Tardy/Absent Report

Mentors/Preceptors: It is imperative that you fill out this form every time a student is late or absent for any reason. Your student is being graded on (and/or paid for) their performance during field internships, repeated patterns of tardiness and absences are key indicators of students who need our help to succeed. A copy will be forwarded to the student and the student's advisor by the program director.

Student Name: _____

Date of Tardy/Absent: _____

Shift Start and End Time: _____ Actual Arrival Time: _____

What Actions did the student take to document and/or excuse him/herself:

- Called Mentor ____ Hours before shift start.
- Left Voice-Mail Message for Advisor (Time _____ Date _____).
- Described problem on this form. Describe details (use back if necessary):

- Made every effort to keep her/his shift/scheduled time. Describe details:

Mentor Comments:

Mentor Signature: _____ Advisor Signature: _____

Field Internship Instructor Actions:
Date Discussed:
 First Offense Second Offense Third Offense Fourth Offense Other
Discussion:

 Excused Un-excused
Actions:

Fax this form to: Field Internship Instructor: David Page at: (612)450-8679, or Mail to: 2500 E. 80th St., Inver Grove Heights, MN 55076.