I will not be at school today.

Are you ill?

- NO
  - Is the absence pre-approved by the OAA?
    - NO
      - Email the OAA - ASAP sodacademic@ohsu.edu
        - Must provide Acceptable Reason *See List Below
      - Unapproved Request: Standby for previously unassigned clinical experience
    - YES
      - No Action Needed
  - YES
    - Email Course Director & OAA - ASAP sodacademic@ohsu.edu
      - Missing an Assessment?
        - NO
          - Notify Course Director, GL, CC, Rotation Leader & Watch Echo 360
        - YES
          - DS3
          - DS4
          - Notify GL, CC, Rotation Leader or Community Dentistry if appropriate
      - DS1 or DS2?
        - Notify Course Director Watch Echo 360

Acceptable reasons for absence & which office will make notifications
- Serious Illness (OAA)
- Hospitalization (OAA)
- Death in the immediate family (OAA)
- Approved religious observance (OAA)
- Jury Duty (OAA)
- Other Pre-Approved compelling reason (OAA)
- Pre-Approved Unique academic or professional opportunities (OAA)
- SoD Approved Events (SA)
- Approved accommodations for disabilities (SA)
- Leave of Absence (SA)

The Office of Academic Affairs (OAA) or Student Affairs (SA) will only notify your instructors, GL’s, CC’s and Rotation Leaders for one of these acceptable reasons. Students are responsible for ALL other notifications.