

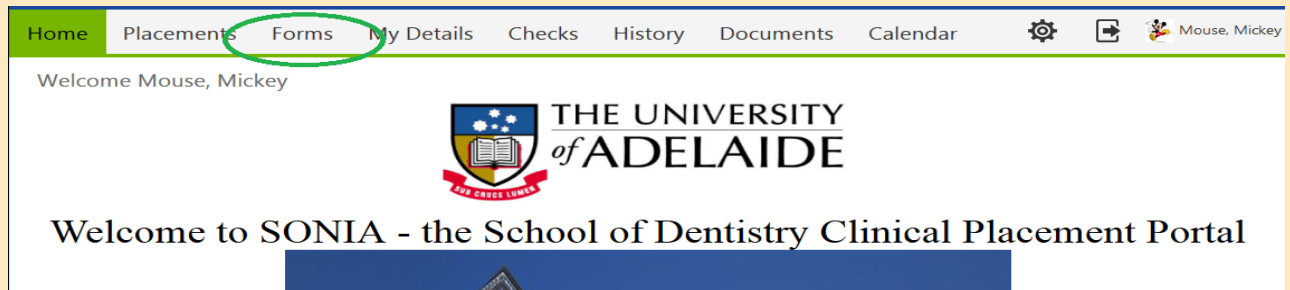
Submit a Clinic Non-Attendance Form

The Clinical Placement Non-attendance form is for all students to complete if they are absent from placement or seeking approval to take leave during placement.

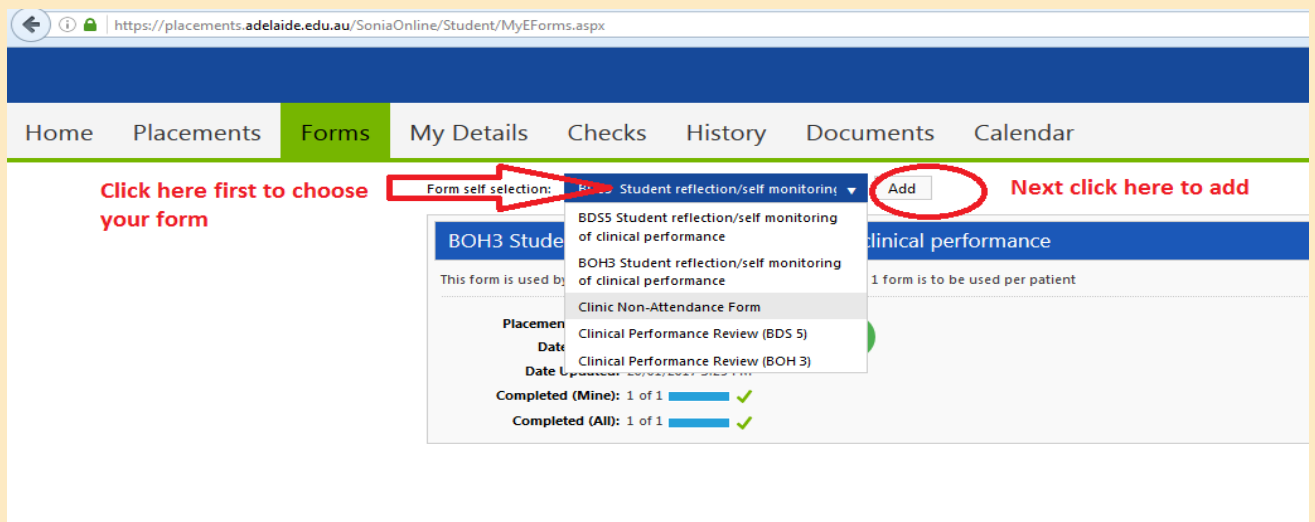
This guide is intended as an introduction to submitting electronic forms in SONIA online.

Forms may be self-selected via the “Forms” tab in SONIA

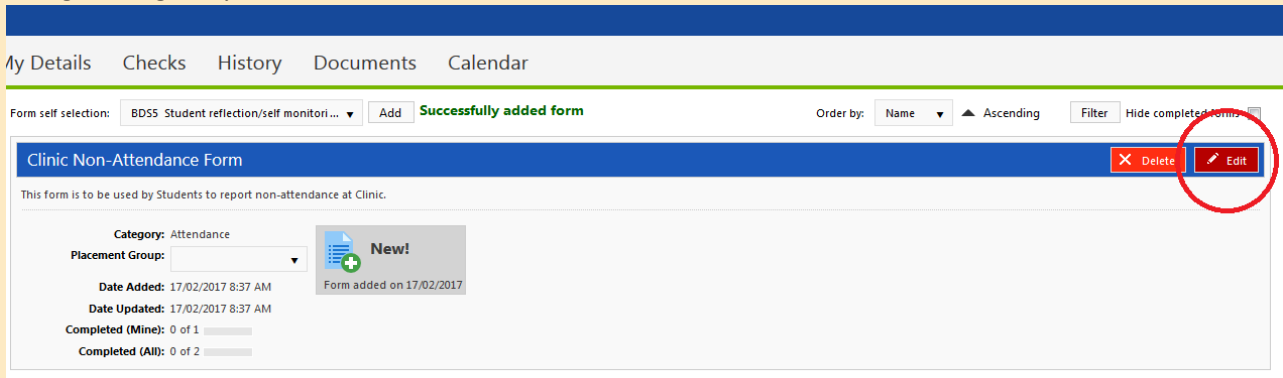
- Log in to your account as per the instructions on [Sonia USER GUIDE \(Students\) No 1. Accessing Sonia](#)
- Click on the “Forms” tab



- Next click on “Form Self Selection” to open the drop down list and then choose the Clinic Non-Attendance Form and then click on “Add”



- To begin filling out your form, click on the “Edit” button



My Details Checks History Documents Calendar

Form self selection: BDSS Student reflection/self monitori... Add Successfully added form

Order by: Name Ascending Filter Hide completed forms

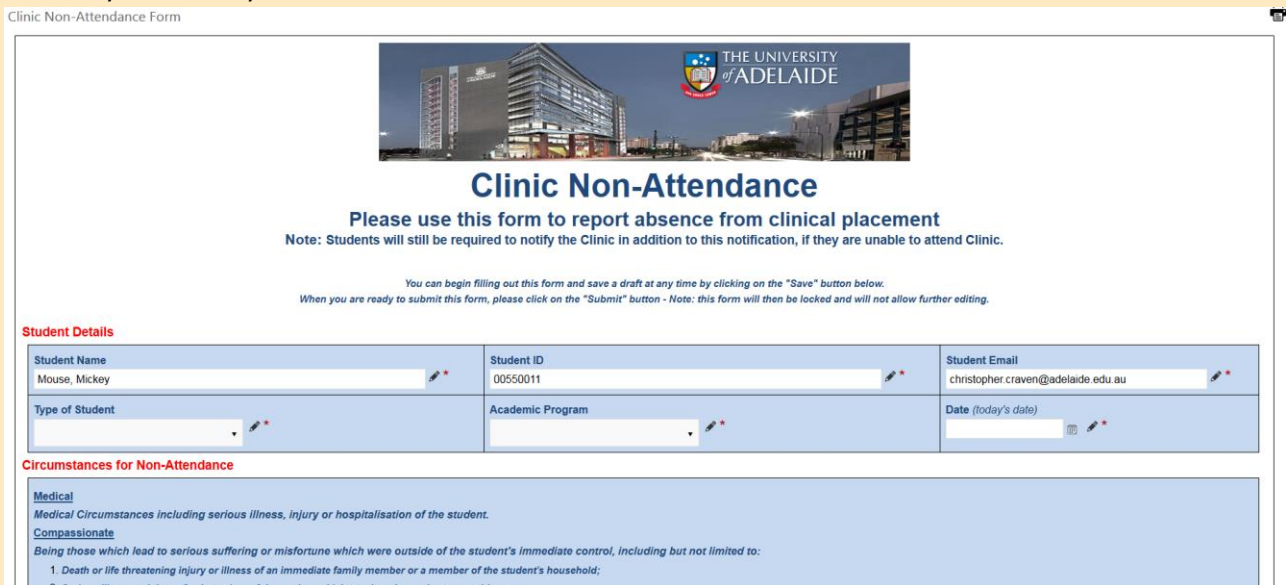
Clinic Non-Attendance Form Delete Edit

This form is to be used by Students to report non-attendance at Clinic.

Category: Attendance
Placement Group:
Date Added: 17/02/2017 8:37 AM
Date Updated: 17/02/2017 8:37 AM
Completed (Mine): 0 of 1
Completed (All): 0 of 2

New!
Form added on 17/02/2017

- This will open a new tab with your form to fill out.
Fill in all editable areas.
Fields marked with an “*” are mandatory.
- You must upload evidence into your Documents in SONIA to support your application.
Please see [Student Guide 3 Adding Documents to SONIA Online](#) for assistance
- You can “Save” the form to complete at a later date, or you can click on “Submit” if you are satisfied that you are ready to submit your form



Clinic Non-Attendance Form

Clinic Non-Attendance
Please use this form to report absence from clinical placement
Note: Students will still be required to notify the Clinic in addition to this notification, if they are unable to attend Clinic.

You can begin filling out this form and save a draft at any time by clicking on the “Save” button below.
When you are ready to submit this form, please click on the “Submit” button - Note: this form will then be locked and will not allow further editing.

Student Details

Student Name Mouse, Mickey *	Student ID 00550011 *	Student Email christopher.craven@adelaide.edu.au *
Type of Student *	Academic Program *	Date (today's date) *

Circumstances for Non-Attendance

Medical
Medical Circumstances including serious illness, injury or hospitalisation of the student.

Compassionate
Being those which lead to serious suffering or misfortune which were outside of the student's immediate control, including but not limited to:

1. Death or life threatening injury or illness of an immediate family member or a member of the student's household;
2. Serious illness or injury of a dependent of the student which requires the student to provide care.

If you need further assistance please contact cpteam@adelaide.edu.au