STUDENT ABSENT WITHOUT NOTICE

Student is absent

During Office Hours

Preceptor or clinical practice educator contacts ParaScheduling.

ParaScheduling contacts RTC (PCP)/PEL (ACP).

If ambulance placement, ParaScheduling informs Preceptor Admin.

Outside Office Hours

Preceptor or clinical practice educator contacts RTC (PCP)/PEL (ACP).

RTC/PEL contacts student. This may include multiple attempts by phone, text and email.

RTC/PEL emails ParaScheduling@jibc.ca to inform of student absence.

Response?

Yes

Determine reason for non-attendance

Student completes Self-Reporting Absence Form

If required, RTC/PEL or Lead Instructor may request a meeting with the student

No

After two hours

Response?

Yes

No

RTC/PEL leaves a message for student with the next steps

RTC/PEL calls student's emergency contact

RTC/PEL contacts police to conduct a wellness check on the student

Student is located

Document police report and file number