***The following is an example letter of petition for a planned absence from clinical rotation schedule. Adjust, fill in, and describe as appropriate to your request. Remember: keep your letter formal, describe the circumstances of the absence, and describe proposed options for making up the missed time. Also remember, you are to submit this petition electronically to the OSU Placement Coordinator (Amy Sonntag) prior to discussing the absence with the outside site supervisor.***

***See section 2.4 and 6.4 in the Graduate Handbook Volume II for more information.***

DATE

SHS Clinical Committee

The Ohio State University

Dear Clinical Committee:

Please consider this request for an absence on DATE(S) from my clinical rotation. This absence is planned for \_\_\_\_\_ event. DESCRIBE SIGNIFICANCE OF EVENT.

With this absence, my proposed plan is to reschedule the missed time on the following day(s)\_\_\_\_\_\_\_\_\_\_\_\_. All required paperwork will be completed prior to the missed day(s); all rescheduled session(s) and paperwork will be completed in a timely fashion, per the supervisor’s request. INCLUDE ANY ADDITIONAL MAKE UP DUTIES YOU PROPOSE.

I greatly appreciate your time and attention to this petition.

Sincerely,

SIGNATURE

NAME