

Dallas Nursing Institute

COMMUNICATION FORM

Student Name: _____ Prg Group: _____ Date: _____

PH#: _____ E-mail: _____

Please review the form carefully, select the correct area and follow provided directions:

Need to check my attendance report

(Steps for student to follow for this procedure)

1. Report will be pulled & placed at front desk within 48 hrs.
2. If discrepancies, circle and document the error
3. Attach any available documentation to the form
4. Give paperwork to front desk attendant
5. Review and corrections, if any, will be made within 2-3 days.

Need to reschedule a missed skills day

(Steps for student to follow for this procedure)

1. Request a detailed attendance report
2. Report will be pulled & placed at front desk within 48hrs
3. Circle day(s) you missed and attach attendance report to this form
4. **Complete this form**
5. **Please answer the following questions regarding missed skills day:**
 - a. Reason skills lecture, demo, or check-off missed: _____
 - b. Skill missed: _____
 - c. Date missed: _____
 - d. Number of hours missed: _____
 - e. Did you miss lecture and skill: _____
 - f. Did you miss check-off: _____
6. Give paperwork to front desk attendant
7. Day will be reviewed and, if possible, a day will be rescheduled
8. You will receive an email when the paperwork is placed at the front desk for you to pick up and take to skills with you
9. **Failure to complete this form will significantly delay this process**

Need to speak with my instructor: Instructor Name: _____
Reason for meeting: _____

Need to speak with the Registrar regarding:

Need to speak with the Program Director regarding:

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other, please document:

For Office Use only:

Date Received :	Personnel who completed:
Resolved: Y or N	Student Notified: Y or N