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Medical Operations

EXCUSE SLIP

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This instruction implements Air Force Policy Directive 44-1, *Medical Operations*. This instruction describes the proper completion and submission of 59th Medical Wing (MDW) Form 903, *Excuse Slip*. This instruction applies to all personnel assigned, attached or under contract to the 59th Medical Wing. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated personnel responsibilities.

1. Overview. The purpose of 59 MDW Form 903, *Excuse Slip* is to document a dental or medical reason for a school age child missing a specified period of time from school. The form also indicates when the student may return to school, if there are any limitations with gym activities, if medicines need to be administered at school, and any other relevant information.

2. Personnel Responsibilities. All 59 MDW staff who work in areas that care for school age children will use the 59 MDW Form 903. Support staff may assist with the completion of the

form, but the healthcare provider is responsible for ensuring the information is accurate and complete. The healthcare provider must sign the form.

3. Forms Submission. The 59 MDW Form 903 is submitted to the student's school office.

JEANNINE M. RYDER, Brig Gen, USAF, NC
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 44-1, *Medical Operations*, 1 September 1999

Prescribed Form

59 MDW Form 903, *Excuse Slip*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

IAW—In Accordance With

MDW—Medical Wing