Step 1: Open the Absence Form using the link below:

https://www.millersville.edu/absencerequest

Step 2: Carefully input your MU ID number, first name, last name, birthday, and phone number. Please note: All areas need to be correct. If there is a typo or error, your absence form will not move forward.

Step 3: In the next section, click the “Add” button on the left-hand side to input your absence date(s).

Step 4: Enter the start date, end date, and reason for your absence(s). If you have supporting documentation (i.e., doctor’s note), you can upload those in the “Supporting Documentation” section. Supporting documentation is optional.

Step 5: Indicate whether the absence(s) is your first, second, or personal day. If you have used the three allotted absences, select “please review.” Note: To access the drop-down list, you must hit the blue arrow.
**Step 6:** Carefully enter your cooperating teacher’s first name, last name, and email. **Please note:** The email address must be input correctly. If there is an error, your absence form will not move forward.

**Step 7:** Carefully enter your university supervisor’s first name, last name, and email. **Please note:** The email address must be input correctly. If there is an error, your absence form will not move forward.

**Step 8:** Proofread. Check for any errors. Errors will delay the approval process due to the form not forwarding correctly.

**Step 9:** To complete the form, tap the “Click to Sign Document” button & sign with your mouse.

**Step 9:** Click the “Submit to Cooperating Teacher” button. You will receive an email notification that your form has been sent.

**Step 10:** If all of the information entered (e.g., your identification information & co-op email address) was correct, your absence form will be sent to your co-op for approval via email. It is your responsibility to follow up with your co-op to confirm he/she received an email notification to approve the absence. You will receive an email notification that your form has been completed by your co-op and sent on for approval to your supervisor.

**Step 11:** Once your co-op has either approved or denied your absence, the form will automatically be sent to your university supervisor. The form will only be sent if the supervisor’s email was input correctly. It is your responsibility to follow up with your university supervisor to confirm he/she received an email notification to approve the absence. You will receive an email notification once your supervisor completes the form. The form will then be sent to Field Services for final approval.

**Step 12:** Once Field Services reviews the absence, you will receive an email with final confirmation regarding whether your absence was approved or denied.

**Questions?**
Contact Field Services
(717) 871-5752
Field.Services@millersville.edu