

MEDICAL STUDENT DEPARTING FORM

This form is to be completed by students upon completion of a rotation and submitted to Becki Clawson or Annmarie Kutz in Medical Education. Students should report by 4 PM on the final day of the rotation. If unable to meet at this time, please return items instead to UPMC Hamot Security (sub-basement). *Your school will be notified if this form is not returned to Medical Education.*

Becki Clawson: clawsonb@upmc.edu or 814-877-4024

Annmarie Kutz: kutza@upmc.edu or 814-877-4180

Name:	Start Date:	
School:	Departing Date:	
Expected Grad Year:	Rotation:	
Forwarding Address:	Core	Elective
Anticipated Specialty During Residency/Practice:		
Would you be willing to share your personal email address with us? (For possible future recruitment)		
MEDICAL LIBRARY (Ground Floor, UPMC Hamot)		
All books and periodicals accounted for:	Library	Date
MEDICAL EDUCATION (Sixth Floor, UPMC Hamot Professional Building)		
<ol style="list-style-type: none"> 1. ID badge returned: _____ 2. Evaluation of student (completed by UPMC Hamot course director) returned: _____ 3. Evaluation of UPMC Hamot rotation (completed by student) returned: _____ 4. Housing keys returned (as applies): _____ 5. Housing deposit returned (to student): _____ 6. EM textbook returned (EM students only): _____ 7. IM textbooks returned (IM students only): _____ 8. Laptop computer returned (FM students only): _____ 9. Personal items retrieved from student lounge (including lock): _____ 		
	Medical Education	Date