

Instructions:

1. Please complete all sections except blue. Forms **will be returned and not processed** if sections are not completed or completed incorrectly.
2. Email completed form to NW-Clinical-Student-Placement@kp.org at least **3 weeks prior to start date**.
3. Upon completion of your clinical rotation, return badges to Student Placement Office or in the library book return bin at Sunnyside Medical Center.
4. If the clinical site instructor needs access to the medical record or needs a KP ID badge (required to meet student/preceptor on campus), please include their information in the student section as well, otherwise instructors **will not have access**.
5. Please ask and report (below) additional information about whether a student is, or ever was a KP employee, or has been placed at KP as student or intern, including non-nursing programs. If this information is not accurately reported your student **may not have** access, access **may be denied**, or access **may be delayed**.
6. Please provide Middle Initial if at all possible

[illegible]

- 1.
- 2.

Questions Contact: Student Placement Coordinator
Kaiser Sunnyside & Westside Medical Center's
NW-Clinical-Student-Placement@kp.org

Comments: School completes section in yellow. KP completed section in blue.

