

How To Find Your Scheduled Off-Site Event

1. Look at the **Student Assignments** page for your specific level (OSI 1, OSI 2 or OSI 3). Find your name listed alphabetically by last name. Find the “**Site Code**” listed after your name. (See **Example #1.**)

Example #1:

- In the following example, on the **Student Assignment** page, John Doe would find that his “Site Code” is **RM2**.

Last Name	First Name	Site Code
Bennett	Robert	HS3
Brown	Joe	MSER2
Doe	John	RM2
Green	Johnny	IN4

2. Look at the **Off-Site Locations, Dates, Times and Directions** page for your specific level (**OSI 1, OSI 2 or OSI 3**) where you will find a table listing the various sites. Look for the two-letter code to find the name of your scheduled Off-Site location. (See **Example #2.**)

Example #2

- In the following example, on the **Off-Site Locations and Schedules** page, John Doe would see that the Site Code **RM** stands for Ronald McDonald House.

Site Code	Site Name
HS	Hospital for Special Surgery
IN	Incarnation Children’s Home
RM	Ronald McDonald House

3. Next look down the page until you find your scheduled “**Site Name**”. Look for your complete “**Site Code**” listing in the table under that location and you will find the specifics concerning your Off-Site (i.e.: the day and date, the time, when you need to arrive by, and the name of the supervisor), and travel instructions.

Example #3

- John Doe would scroll down on that same page to the Ronald McDonald House section. Looking at the **RM2** row, he would see that his Off-Site is scheduled for Friday, March 3, 2006 from 1:00pm to 4:00pm. He would need to arrive at Ronald McDonald House no later than 12:45pm and the supervisor would be Jane Brown, LMT. Below the table he would find travel instructions.

Ronald McDonald House

East 73rd Street
New York, NY

Off-Site Code	Day & Date	Time	Arrive By	Supervisor
RM1	Sun., February 27, 2006	9:30am – 12:30pm	9:15am	Kathy Jones, LMT
RM2	Fri., March 3, 2006	1:00pm – 4:00pm	12:45pm	Jane Brown, LMT
RM3	Mon., March 20, 2006	2:00pm – 5:00pm	1:45pm	Patty Smith, LMT

Travel instructions from the Swedish Institute: From 28th Street and 7th Avenue, take the #1 uptown train to 42nd Street/Times Square Station. Transfer to the Shuttle (“S”) to 42nd Street/Grand Central Station. At Grand Central take the #6 Train uptown to 68th Street and Lexington Avenue. After exiting the subway, walk north to 73rd Street and then east to First Avenue.

