

INSTRUCTIONS AND CHECKLIST FOR COMPLETING THE PROCESS TO RETURN FROM MEDICAL LEAVE

Students who take medical leave are required to document that they have received appropriate treatment throughout their leave. Once you have established care from health professionals, print out and give them a release form to complete. Your signature is necessary for the reciprocal sharing of confidential information. Note: Your provider(s) may use their own release of information forms if they wish.

You need to write a letter to the Director of Counseling and Health Services in which you discuss your readiness to return. Issues to be discussed include:

- Factors that led to your medical leave
- The treatment you received while out of school, including names of providers and dates you began/concluded care with each
- A summary of your progress and why you believe you are ready to return
- Plans for ensuring your success upon your return, including plans for continued care
- The names and phone numbers of the providers you plan to see upon your return to Messiah

If your desired return date is for the Fall semester, all of your application materials must be submitted no later than August 1. For a Spring return to class, the application deadline is December 1.

Application to Return Checklist:

- _____ Release form from each caregiver involved (psychiatrist, therapist, etc.)
- _____ Letter from student wishing to return (see bullet points, above)
- _____ Provider Recommendation Form(s)—to be sent by provider(s) to the Engle Center
- _____ If you were hospitalized or went to the emergency room related to a condition for which you received medical leave, treatment records (progress notes and discharge summary) must be sent to the Engle Center.

Send all completed information to: Director of Counseling and Health Services, Messiah University, One University Avenue Suite 3028, Mechanicsburg, PA 17055; FAX 717-691-2344 Attn: Medical Leave