

CHECKLIST FOR STUDENTS BEGINNING MEDICAL LEAVE

*At this difficult time in your life, it is easy to overlook important details regarding school. Following is a checklist of items you should complete before you go. If you are unable to take care of some items, you may want to ask your family or a College official for help. If you have any questions, please contact the **Director of Counseling and Health Services at 717.796.5357 or EngleCenter@messiah.edu.***

_____ **Medical Leave Request Form.** Available from the Engle Center. It must be completed before medical leave can be approved.

_____ **Physician's/Provider's Letter.** If you have not been treated at the Engle Center, you will need a letter from your provider to be forwarded to the Engle Center Director, Box 3028, Messiah College, Mechanicsburg, PA 17055. You may ask that the letter be faxed to 717.691.2344. Once your medical leave has been approved, you will need to complete the following steps to arrange checkout.

_____ **Residence Hall Room Key.** If you live in College housing, please see your RD to arrange checkout and return your key to him/her. An unreturned key will result in a \$50 charge being placed on your account.

_____ **ID.** Return ID to Falcon Services in Eisenhower (across from Student Affairs Office).

_____ **Mailbox key.** Please retain possession of your mailbox key. You will use the same mailbox when you return to school. Contact the College Post Office to discuss any changes in your student status.

_____ **Student Financial Services.** Please consult this office for information on how your medical leave will affect your billing and financial aid.

This form is for your use; you do not need to return it.