

INSTRUCTIONS FOR COMPLETING THE PROCESS TO RETURN FROM MEDICAL LEAVE

Before a student can return from medical leave, s/he must complete the steps described at the time the student was first granted medical leave. Omitting any step may result in a delay in approval for return.

Students who took medical leave for mental health reasons are required to document that they have received appropriate treatment immediately upon leaving Messiah. Once you have established care from mental health professionals, please print out and give them copies of “Form A” and “Form B” releases (available on our website) to complete. Your signature on each is necessary for the reciprocal sharing of confidential information. Note: if your provider(s) wish to use their own release of information forms, that is permissible.

You need to provide a letter in which you discuss your status. 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 for 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 class

The following information is to be submitted to the Director of Counseling and Health Services. If your desired return date is for the fall semester, the material must be submitted no later than August 1, but preferably by July 1. For a spring return to class, the deadline for receipt of information is December 1, preferably November 1. Please print out the “Checklist for Students Returning from Medical Leave Form” to help you keep track of the process.

Materials to be returned to the Director of Counseling and Health Services:

- Completed and signed release Form A from each caregiver involved (psychiatrist, therapist, etc.)
- Completed and signed release Form B 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

Send all completed information to Ellie Addleman, M.S. NCC, LPC, Director of Counseling and Health Services, Messiah College, One College Avenue Suite 3028, Mechanicsburg, PA 17055; FAX 717-796-5372