



Blackburn College Counseling Services

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Request for Return from Medical Leave of Absence

Student Name: _____

Email: _____ Cell Phone: _____

Semester Returning: Fall Spring Year: _____

Student Instructions: To initiate your request to return to Blackburn College, please complete the following steps:

1. **Contact the Director of Counseling Services** to initiate your formal request.
2. **Schedule a readiness-to-return interview** with the Director of Counseling Services. This meeting is intended to assess your current readiness to successfully resume participation in the academic and residential environment.
3. **Submit medical provider documentation** and complete any required Release of Information (ROI) forms. This allows the college to clarify information necessary for your return review and support planning process.

Medical Provider Documentation Guidelines: The purpose of this documentation is to support collaborative planning for a successful return to the college environment. Information related to functional readiness is most helpful.

Please submit documentation on **official letterhead** that includes the following details:

- Student's full name.
- Date of evaluation and/or most recent appointment.
- Provider name, credentials, and contact information.
- Duration of time the student has been under your care.
- A statement regarding the students' current level of functioning and their ability to participate in the academic and social demands of a college environment.
- Any clinically recommended support or follow-up care upon return, including whether ongoing treatment/support is recommended during re-entry.
- A definitive statement regarding current readiness to return, choosing one of the following options:
 - **Ready to return**
 - **Ready to return with support**
 - **Additional treatment/support recommended prior to return**
- Provider signature and date.

FOR ADMINISTRATIVE & CLINICAL USE ONLY

Documentation & Verification Status:

- Provider Documentation Received, Reviewed, & Verified
- Release of Information (ROI) Signed

Clinical Readiness Review: Based on a review of the medical provider's documentation and the student readiness interview, the Director of Counseling Services finds the student clinically:

- Ready to Return:** The student has demonstrated standard functional readiness to resume enrollment.
- Ready to Return with Support:** The student is ready to return, contingent upon the continuity of care plan checked below.
- Return Not Recommended at This Time:** Additional treatment, stabilization, or support is recommended prior to resuming enrollment.

Recommended Support Plan:

- Continuity of Care:** The student must engage in regular, ongoing follow-up care or treatment with an appropriate provider.
 - Accessibility Referral:** Student is formally referred to the Office of Disability Services to independently request and evaluate academic or housing accommodations.
 - Academic Support Referral:** Student is referred to the Student Success Center/Academic Advising for re-entry planning.
 - Other Health & Safety Recommendations:**
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Recommendation to the Dean of Students: Based on the documentation and interview, I recommend that the student's return from medical leave be:

- **APPROVED** **DENIED**

Counseling Director Signature: _____ **Date:** _____

DEAN OF STUDENTS REVIEW: *This section is completed by the Dean of Students to finalize the readmission process.* Based on the institutional recommendation and review of campus readiness requirements, the student's request for readmission from Medical Leave of Absence is:

- **APPROVED**
- **APPROVED WITH CONDITIONS** (Student is cleared to return subject to the support plan outlined above)
- **DEFERRED/DENIED** (Conditions for return have not yet been fully satisfied)

Dean of Students Signature: _____ **Date:** _____