



TREATING HEALTHCARE PROFESSIONAL  
REPORT FORM  
Request for Medical Leave of Absence

**Section 1: To be completed by the student**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Berg ID: \_\_\_\_\_

I am requesting a Medical Leave of Absence (withdrawal from ALL courses) for current semester

I understand and consent to the following: The information below will be reviewed by the Office of the Vice President of Student Affairs/ Dean of Students. I understand that the VP of Student Affairs/ Dean of Students may share this information with other Muhlenberg College officials, as necessary, for the purpose of review of the Medical Leave of Absence (MLOA) request.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: To be completed by licensed treatment provider.**

*This is to be completed by the student's treating physician, licensed mental health provider, or other licensed healthcare provider. The provider must be an impartial diagnostician who does not have an immediate familial relationship with the student.*

**Providers:** The above-named student has requested a Medical Leave of Absence from Muhlenberg College, claiming to have had a condition preventing him/her/they from meeting the expectations of a student during the current term. The student reports that you have evaluated or treated him/her/they for that condition during that time period. Please address every question listed below by either completing the form or by writing a summary on letterhead and returning it to the VP of Student Affairs/ Dean of Students at the address noted below.

• Name of Student/ Patient: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

• Provider's Name: \_\_\_\_\_ Provider's Title/ Degree: \_\_\_\_\_

Provider's Area of Medical/ Mental Health Specialization: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

• Your assessment and treatment of the student

1.  Medical in nature  Psychological in nature  Other \_\_\_\_\_

2. How long have you known this student: \_\_\_\_\_

3. Approximate date the symptoms of current episode/ exacerbation first began: \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Approximate date(s) of treatment/ assessment \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Diagnoses: \_\_\_\_\_

6. Symptoms – Please explicitly state the functional impairments that inhibit the student from attending class and/or completing coursework:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Treatment Recommendations:

\_\_\_\_\_  
\_\_\_\_\_

- Any additional information the healthcare provider thinks it will be helpful for the College to know.

\_\_\_\_\_  
\_\_\_\_\_

- **Your Recommendation:** Do you believe that the student, due to the condition(s) described above, was unable to meet the expectations of a student during the period of the requested MLOA or withdrawal from a course for medical reasons?  Yes  No  
Please include additional comments as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of provider: \_\_\_\_\_ Date: \_\_\_\_\_

Signed letters or forms can be mailed or faxed to:

Office of the Vice President of Student Affairs/ Dean of Students  
Muhlenberg College, 2400 Chew Street, Allentown, PA 18104  
Telephone: 484-664-3182; Fax 484-664-3930