Guidelines for Documentation of Treatment During a Leave of Absence for Health Reasons

After you have been granted a Leave of Absence for Health Reasons you will be expected to pursue treatment in an appropriate inpatient or outpatient setting. Treatment should be provided by a mental health professional licensed in your state and should commence immediately upon your leaving the College and continue until your return to the College has been approved. When it is time to return to the College, you must arrange for all health care professionals involved in your treatment to forward written reports to the Director of Counseling Services. You will be required to schedule an interview with the Director of Counseling Services. The report(s) must be received at least one week before your interview at the College.

The report(s) submitted by the health professional(s) treating you must be comprehensive. Telephone calls and brief letters simply indicating that you have received treatment will not be satisfactory and will delay the return process. You should share the following guidelines with the health professional evaluating and/or treating you during your first session with him or her.

Guidelines for Report:
1. Multi-axial DSM IV diagnosis
2. Etiology
3. Summary of treatment
   a) type of treatment
   b) number of sessions
   c) medications (related to treatment)
   d) compliance with treatment
4. Response to treatment including detailed description of resolution of difficulties that led to a Leave of Absence from the College
5. Evaluation of ability to function in a demanding college environment which requires independent, social functioning
6. Recommendations for continued treatment
7. Report of psychological testing or other non-interview evaluations, if performed

Although the above-described report may be more extensive than the health professional treating you routinely provides, the report is required to help insure that your return to the College will be successful.

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