EMERGENCY ABSENCE FORM

If you need to be absent from the college for a short period of time, but intend to return and complete the semester's work, you may request an emergency absence for a period of up to three weeks. An emergency absence is not a leave from the college. Students are still considered enrolled. This status will not usually extend beyond three weeks or the end of the semester and does not result in a refund or adjustment of tuition or fees. Emergency absences may be granted for personal and family emergencies as well as for health reasons.

Students intending to take an emergency absence are not necessarily excused from any responsibilities for missed classes and coursework and should meet with their faculty as soon as possible before their departure to discuss the implications of taking an emergency absence in each class. Students should consult with each of their professors and their adviser for more information regarding what is required upon returning from an absence, and what the implications of such an absence are with regard to their courses. The instructor of each course will determine whether it is possible for the student to complete the course after returning to Reed. Communicating with professors as much as possible is essential for creating realistic expectations regarding the student's course work.

An associate dean of students may assist the student in connecting with appropriate resources, such as health and counseling or alternative temporary housing, depending on the nature of the absence. Should a student need more time away from the college, they may apply for a leave, or a medical leave, whichever is more appropriate for their situation.

This form should be completed and returned to the student services office, Eliot 218, before beginning your absence. If necessary, this form may be faxed to student services at 503-777-7225. Questions can be addressed to student services at student-services@reed.edu or 503-777-7521. Answers to frequently asked questions can be found at: *www.reed.edu/student_services*

NAME_____ **REED ID**_____ **DATE**_____

CLASS STANDING: ❑ FIRST YEAR ❑ SOPHOMORE ❑ JUNIOR ❑ SENIOR

DATE MY ABSENCE WILL BEGIN: _____

DATE OF ANTICIPATED RETURN: _____

CURRENT ADDRESS_____
(IF ON CAMPUS, INDICATE DORM AND ROOM NUMBER)

PERMANENT ADDRESS_____
STREET CITY STATE ZIP

ADDRESS DURING ABSENCE_____
STREET CITY STATE ZIP

PHONE NUMBER WHILE ABSENT_____ **E-MAIL ADDRESS WHILE ABSENT**_____

PLEASE INDICATE YOUR REASON FOR REQUESTING AN EMERGENCY ABSENCE:

REQUIRED SIGNATURES

_____ _____ _____ _____
STUDENT DATE STUDENT SERVICES, E218 DATE

EFFECTIVE DATE_____