

## **Absence Note Request Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

Under the Family Educational Rights and Privacy Act (FERPA), the medical records at West Chester University continue to be treatment records so long as the records are only disclosed by the institution for treatment purposes to a health care provider or to the student's physician or other appropriate professional requested by the student. In accordance with FERPA, this policy protects the confidentiality and safeguarding of student patient medical records at West Chester University. Although Student Health Services is not a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), some guidelines are reflected and adapted from HIPAA procedures and process. These efforts are consistent with universities across the nation.

This policy is in place to also protect academic freedom in the classroom, for faculty authority in classroom management, and to support meaningful dialogue between faculty and students. Ensuring that faculty members and students are in constant communication regarding class attendance is critical to the academic and professional success of both parties.

### **Policy Statement**

Student Health Services does not provide notes for class absences due to illness or injury. Students who miss class due to illness or injury are encouraged to notify their faculty as soon as possible as directed by each faculty member's class attendance policy.

— UNIVERSITY POLICY —

If a professor or department requires that a student provide a note because of an absence, Student Health Services may provide a receipt of visit for verification purposes only. The receipt will document when the student was seen for care at Student Health Services. It does not serve as an excuse note.

In the event of a documented and prolonged illness of (3) days or longer, students should complete the [Absence Notification Request Form](#) with supporting medical documentation stating their dates of absence. Student Health Services may also notify the Office of the Assistant Vice President for Health & Wellness, who will then provide the student an absence note for the student to give to their faculty. Students who receive care for illness or injury from a private physician should request a note from their medical provider.

**References**

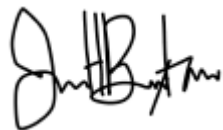
Office of the Assistant Vice President for Health & Wellness [Website](#)  
[Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g \(1974\).](#)

**Reviewed by:**

Dr. B.K. Taylor, Assistant Vice President for Health & Wellness  
Judd Strauss, Director of Student Health Services  
Dr. Lauren Zahour, Student Affairs Policy Designee

**Policy Owner:** Judd Strauss, Director of Student Health Services

**Approved by:**



Dr. Jasmine Buxton  
Vice President for Student Affairs  
January 7, 2025

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