



Associate Vice President for Student Affairs | West Chester University | West Chester, PA 19383
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Missed Class Notifications

The Office of Student Assistance provides a notification service for students who are absent from classes for three (3) or more days due to a medical situation or a significant family emergency. The [Request Instructor Notification for Absences Form](#) is available for students and their families. **While this is an optional process for students**, the Office of Student Assistance encourages students to complete this form when appropriate. A letter will be sent to faculty based on review of information and/or medical documentation submitted to the Office of Student Assistance. Students may contact faculty and share documentation directly to request academic arrangements relating to an absence.

Notification provided by Student Assistance to faculty regarding a student's missed classes is not intended to serve as an "excused absence note." Our correspondence clearly states that the purpose of the note is to alert faculty of the student's situation and to invite the professor's cooperation to assist students. Past faculty evaluations of this service have been positive, and professors indicated they appreciated knowing our office has reviewed appropriate documentation to support their extended absence from class.

We inform students it is their responsibility to be in direct contact with each faculty member to review the options available to successfully complete missed class work and assignments. We also clarify that each professor determines their attendance policy and that Student Assistance is not authorized to determine excused absences. Our goal is to notify and share information received from the Health Center, Counseling Center, Residence Life staff, Public Safety, Athletics Coaches, student, and/or family directly.

In the past, students have contacted our office stating a faculty member has requested a note to be sent when the student has missed only one or two days of classes. As stated above, this notification service is intended to notify professors of extended periods consisting of three (3) or more days. Should a student's absence extend beyond a week, additional campus resources may be suggested.

Due to confidentiality, Student Health Services cannot provide excused absence notes for students who have missed classes and visited the Health Center. Confidentiality is vital to a successful health care visit for the student and is mandated by the Family Educational Rights and Privacy Act (FERPA). The Student Health Services staff is committed to providing each student with a safe and secure environment, where health care needs can be met in a trusting student-professional relationship. However, students do have the option of obtaining an unspecific receipt for services at discharge.

If you encounter a student who may require assistance, please have them contact [Christy Lanshe](#) at 610-436-0165.