

APPROACHING THE TIME-OFF REQUEST: SCHOOL

As part of our commitment to being a helpful partner, we have created this resource to help make requesting time off from school a little easier. Below, you will find general steps for notifying your school that you would like to take a medical leave of absence. **You should always consult your school's policies first before notifying it that you would like to take a medical leave. These steps are to help you better understand what is typically involved in these requests, but following these steps does not guarantee a particular result and is not meant to suggest a different process from what your school may require.** Since every school has its own policy, it is important to contact your school to make sure you are following its guidelines.



Step 1: Get a doctor's note

It may be helpful to ask your treatment center doctor for a note that verifies the need for the procedures. The note should also include the dates of the procedures and the date when you expect to return to school. Your school may require a doctor's note be included with your request for a leave.



Step 2: Ask about your school's policy on notification of a medical leave

- If you are a caregiver and your child is in **elementary, middle, or high school**, we strongly suggest that you reach out to the principal's office for this information
- If you are an adult and attending **college**, we suggest reaching out to the dean and the registrar's office



Step 3: Identify appropriate recipients

- For **elementary, middle, or high school** students: The request for the leave should follow the school's policy but is typically addressed to the principal and includes a list of the names of teachers who should be notified
- For **college** students: Follow your school's policy, which typically involves submitting the request to the dean and registrar's office and notifying professors personally



Step 4: File a formal request

You may need to submit a written request for a medical leave. This request usually includes the dates you anticipate needing off from school, your relationship to the patient if you are not the patient, and the letter from the physician. Make sure to check your school's policies about what the letter needs to include. Next, attach any other forms or paperwork your school requires to request a leave. Finally, when you have completed the forms, submit them to the appropriate recipients.

Reach out to Spark Therapeutics Generation Patient ServicesSM if you have questions.

 **Call toll-free: 1-833-SPARK-PS (1-833-772-7577)**

 **Email: mysparkgeneration@sparktx.com**

Do not include these instructions when submitting your request for a medical leave.

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N-SPK-US-510021 February 2018

