

# DOS Documentation Guide

Documentation: A document that substantiates an incident by providing objective facts and information regarding the incident. Substantial documentation must contain your name (or that of others depending on the incident), date(s) that include your specific days of class absences, a proper letterhead, and signature of provider. \*To protect your privacy, documents are not shared with professors and are used by the DOS Office to strengthen the advocacy for a student in light of their Absence Notification\*

Types of emergencies: Personal, Military, Medical (mental and physical health) & Death in the Family

## Personal Emergencies:

- Police Report
  - For car crash, fire in your home, intrusion of your home, robbery, floods, etc.
- Public Safety Report
  - For emergency related to on-campus incident
- Letter/note from Landlord
  - For emergency related to rental property including fire, intrusion in home, robbery, floods etc.
- Letter/note due to status as a caretaker
  - For students taking care of loved ones, medical documentation stating the medical needs of the patient, and/or the student's role as a caretaker (immediate family: legal guardian, siblings, partner, your child, etc.)
- Court paperwork
  - For plaintiff during legal proceedings

- Letter/note due to familial emergency
  - For students who have been affected by the medical/personal emergency of a family member
    - Doctors note, police report, etc.

### Military Emergencies:

- Letter or note from military official that includes your name and all of the specific dates you are required to be on active duty
- Training schedule that includes your name and the dates that correspond with your requests days of absence

### Medical Emergencies:

*all subsequent documents need not give specific details related to medical information/diagnoses (unless in the case of applying for an administrative withdrawal)*

- Letter/note from doctor (primary care physician, dentist, physical therapist etc.), doctor's office, or emergency room
  - For any documented medical emergency in which you were seen or treated by a medical office or professional, no diagnosis needed in documentation
- For medical circumstances regarding COVID-19, you may submit:
  - Note or letter from a medical care provider that states your diagnosis and the specific date range of when you missed classes
  - Paperwork of lab results
  - A picture of your at home-testing kit with your name and date written on the test
  - An email from the DePaul Contact Tracing Team or from the Department of Housing and Residence Life (HRL) staff asking you to isolate in your on-campus dorm or transition to an alternative space

*For positive tests, we can only send a notice for maximum of 5 days of absence and a request for flexibility. Any additional days should be discussed with faculty.*

*For negative tests, we would typically only send an absence notice for the day of the test along with a request for flexibility.*

In terms of information on returning to campus/classes, you should refer to the COVID-19 FAQs and guidelines here: [go.depaul.edu/COVIDFAQs-classes](https://go.depaul.edu/COVIDFAQs-classes)

You may also submit a question to [DePaulCommunityHealth@depaul.edu](mailto:DePaulCommunityHealth@depaul.edu)

### Mental Health Emergencies:

*all subsequent documents need not give specific details related to medical information/diagnoses (unless in the case of applying for an administrative withdrawal)*

- Letter/note from therapist/mental health counselor or mental health office
  - For any absence related to mental health in which the student is being treated by a medical professional for mental health reasons, no diagnosis needed in documentation
  - University Counseling and Psychological Services letters are accepted

### Death in the Family Emergencies:

*all subsequent documents should make clear the name of the departed family member and the date of their service for students seeking to document their absence due to a death in the family*

- News article
- Death certificate
- Funeral Pamphlet (including anything handed out at the service with its date), eulogy, or obituary (paper or online)
- Prayer Card
- Document from spiritual leader/house of worship etc.