

Embry-Riddle Health Services Verification Policy Instructions for Students and Faculty

*These instructions are provided for both students and faculty to assist in visit verification.
No written verification is provided.*

- 1.) Students who are ill should be seen and treated at Health Services. If their illness creates an absence from class, students should complete the Absence Verification Form found on the Dean of Students ERNIE page, <https://vforms.erau.edu/forms/public/student-services/absence-verification/db/> or (ERNIE > Dean of Students (DB) > Forms > Absence Verification)
- 2.) If the Absence Verification is in regards to a visit to Health Services, please follow the instructions when completing the form. You don't need to submit additional documentation for a Health Services visit. When asked for the *Reason of Absence*, please write *Health Services Visit*. Also, check the box to give permission for Health Services to confirm your visit with Embry-Riddle faculty/staff
- 3.) Students should contact their instructors to advise of their illness and subsequent visit to Health Services; communication with faculty is important
- 4.) An email will be sent by the Dean of Students Office to the instructors to confirm that the absence has been verified
- 5.) If instructors would like to know if a student visited Health Services, call Health Services directly at 386-226-7917 to receive confirmation (no additional details can be given)
- 6.) It is at the discretion of the instructors to excuse students from classes, exams, or associated work

Questions? Call Health Services 386-226-7917 or email dbhealth@erau.edu.