# PROCEDURES FOR SUSPENSION OF ATTENDANCE DUE TO SCHOOL INFECTIOUS DISEASES (FOR STUDENTS)

## If you visit a medical institution and are diagnosed with a school infectious disease.

You will be suspended from attending school.

### In the case of influenza or COVID-19

①At your first visit to a medical institution, have them fill out a “Certificate of School Infectious Disease/Recovery" or a "Medical Certificate".
② Enter the information into the "Report Form" below and attach the " Certificate of School infectious Disease/Recovery" or the “Medical Certificate” to report to the Office of Medical Services.

* If you have not obtained the "Certificate of School Infectious Disease/Recovery" or the "Medical Certificate", visit a doctor again after the instructed recuperation period and email us promptly.

*The submission deadline is strictly within one week after the recuperation period. Procedures will not be performed if the period has passed.

③ We will call to confirm details.
④ We will call again to check your condition before lifting the attendance suspension.

### For other infectious diseases

①Enter the information into the "Report Form" below and report to the Office of Medical Services.
②We will call to confirm details.
③ After the recuperation period instructed by a doctor, report your condition to us.
④Have the medical institution fill out a “Certificate of School Infectious Disease/Recovery" or a "Medical Certificate" and report it to us via email promptly.

*The submission deadline is strictly within one week after the recuperation period.
Procedures will not be performed if the period has passed.

**Report Form**
*Sign in with your KUFS gmail address to respond

**Certificate of School Infectious Disease/Recovery**

## After the suspension is lifted, we will report the "Suspension Period" to the class instructors via email.

On the UNIPA “Attendance Management” page, absences due to suspension of attendance will also be displayed as “Absent(欠席)“.

## Students should directly contact the responsible instructors for the classes they missed to confirm instructions.

The period stated in the medical certificate, etc., will be regarded as the "Suspension Period".
If you continue to have a fever, please visit a doctor again.

**Important Notes：**

☐No measures for attendance suspension will be taken based on reports made after recovery.

☐You may not enter the campus during the suspension period.

☐Please make sure to answer calls from the Office of Medical Services for status confirmation.

☐No measures for attendance suspension will be taken if a “Certificate of school Infectious Disease/Recovery" or a "Medical Certificate" is not submitted.

＜Inquiries/contact＞
Health Support Section/
Office of Medical Services
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✉ hoken@kufs.ac.jp