

Subject Line: Absence due to H1N1 flu

Starting October 5, 2009 all students must report the H1N1 flu online using the self-service Absence Notification in [Student Center](#).

For now, the Absence Notification will replace the requirement for the Student Medical Certificate for the H1N1 flu only. Any other illness will fall into the normal procedure that requires a Medical Certificate.

Please note, the symptoms of the flu include a fever plus one of: a cough, sore throat, or shortness of breath.

To report your influenza-like illness login to [Student Center](#). The Absence Notification can be found under Personal Information. It is the red link.

When reporting your illness:

- Report your influenza-like illness as early as possible by indicating a start date; you can go back up to 10 days and add the end date when you are better
- Use the comments section to indicate the course(s) that need academic accommodation and include any additional pertinent information
- Ensure you report the exams, tests, labs or reports that you missed while ill that require accommodation
- Use the comments section to indicate why you didn't report your illness right away, if you are reporting after the fact but **within** 10 days
- Contact the Student Central Helpline to complete the form and indicate why you are reporting an illness beginning more than 10 days ago

The Absence Notification will replace the requirement for the Student Medical Certificate for the H1N1 flu only. All other academic accommodation procedures within the faculties remain the same as normal.

If you are having difficulty or do not have access to the internet you may call Student Central Helpline at 519-661-2100 for assistance in completing the information.