Leave of Absence Request – Dean/Staff submitting for Student

To submit a leave of absence for a student:

1. Log in to iSIS: go.tufts.edu/isis

2. Select REQUEST > LEAVE OF ABSENCE FOR A STUDENT. The Leave of Absence Request Administrative Add page displays.

3. Fill in one or more fields and click Search. Any student(s) that match are listed at the base of the page.

If you do not enter enough search criteria, or the student is ineligible, a warning message appears.

4. Click the Select Student link for the desired student.

5. In the Leave of Absence Type field, make a selection. Additional fields display.

   Personal Leave of Absence

   Study Elsewhere

   Transfer

   Withdrawal - Personal

   For Non-Tufts Study Abroad requests, contact the Programs Abroad office.

   For Medical Leaves, please contact the Dean of Student Affairs Office in Dowling Hall at 617-627-3158.

6. Adjust the contact information as necessary. Phone number is not required.
7. If you select one of the top two Leave of Absence Type choices, select a **Duration of Leave** option.

![Duration of Leave options](image)

- One Term - Fall Start
- One Term - Spring Start
- Two Terms - Fall Start
- Two Terms - Spring Start

8. If you select the Study Elsewhere option, at the base of the form, fill in the details field.

Please enter the details of the student's study elsewhere plans for each semester of your leave in the box to the right, including the institution, city and state.  

![Details field example](image)

- Univ. of Colo., Boulder, CO

9. Click **Submit**. A success message displays. Email confirmation is sent to the student and to the approver.  

![Success message](image)

- You have successfully requested a leave of absence.

Optional: click VIEW APPROVAL MONITOR to see the Leave of Absence monitor or approval chain.