NEW PARENT ACCOMMODATION FOR GRADUATE ASSISTANTS Request Form

Graduate Assistants desiring accommodations under the "New Parent Accommodation for Graduate Assistants and Postdoctoral Trainees Guideline" must complete this form as soon as possible after the date of the anticipated birth or adoption is known, and submit it to the Associate Dean for Graduate Studies. The Associate Dean will notify the graduate assistant, the program, and the Graduate School regarding the outcome of the request.

Name	PSU ID#
Email:	
Graduate Program	Thesis Advisor
Due Date / Adoption Date	
Anticipated Date to Start Leave	
Anticipated Date Expected to Return	
Briefly describe the care you will provide.	
 I will not have any responsibilities related to my assistantship during my accommodation. I have agreed to the following responsibilities related to my assistantship during my accommodation. 	
1.	
2.	
3.	
Student Signature	Date
Advisor Signature	Date

Steps to Take During Parental Accommodation

- For birth of a child, call your department to give date of birth.
- If the student or trainee wants the new child covered on the Graduate Assistant/Graduate Fellow health insurance plan: The student or trainee will need to complete the Dependent enrollment form within the 31 days after birth. The Student Insurance office will need to know the birth date so that they can calculate any necessary premium.

Submit Form to: Associate Dean for Graduate Studies

Office of Graduate Education, H170, C1712