

# Submitting the Short Term Medical Leave Request Form

Go to <https://lsr7.tedk12.com/records>. Your username is your LSR7 google email address. You have set your password. To reset your password, please contact Human Resources at 816-986-1000.

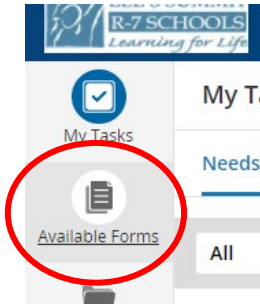
- When you login, you should see Records in the top left corner.



- If you do not, select the squares in the top right corner and select Records from the drop down.



- Select "Available Forms" on the left side of the page.



- Select the "Short Term Medical Leave Request Form" from the available forms.
  - The top of the form will look like this:

Short Term Medical Leave Request Form (STML)

The Lee's Summit R-VII School District provides Short Term Medical Leave (STML) to regularly scheduled employees (full- and part-time) receiving compensation included in a District contract and/or compensation summary. STML provides paid leave and continuation of benefits to eligible employees when they are unable to work for an extended period due to a serious non-work-related health condition. Pregnancy-related medical conditions that meet the requirements of this plan are covered on the same basis as any other qualifying health condition. An impartial third party organization, The Standard, reviews all medical documentation for the purpose of making STML approval.

Employee ID (required)

Full Name (required)  
First  Last

Job Title (required)

Primary Location (required)

Who is your immediate supervisor? (required)

- Complete the required fields and click **"Save Final"**.
- You will then be prompted to electronically sign the form to submit the form to Business Services.
- You will receive additional information about Short Term Medical Leave typically within 5 business days of your request. If you require urgent, immediate assistance, please contact [benefits@lsr7.net](mailto:benefits@lsr7.net) upon submission of your request form.