# Declaration of Absence Form

| **Student ID:** Click or tap to enter your student ID number. |
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| **First Name:**Click or tap to enter your first name. | **Surname:**Click or tap here to enter your surname. |
| **School of Study (EDACS, Law, LCAHM, SHAC or PTR) :** Click or tap here to enter school of study. |
| **Start Date of Absence:** Click or tap to enter a date. |
| **End Date of Absence (if more than one day):** Click or tap to enter a date. |
| **Reason for Absence (tick the appropriate box):** Academic[ ] Domestic[ ] Medical[ ] Other[ ] RAP related[ ]  |
| **Details of Absence:** Please provide details of your absence. |

**Please fill out the form and return it to one of the following school email addresses:**

**Law:** law-attendance@contacts.bham.ac.uk

**History & Cultures:** shac-attendance@contacts.bham.ac.uk

**English, Drama & Creative Studies:** edacs-attendance@contacts.bham.ac.uk

**Languages, Cultures, Art History & Music:** lcahm-attendance@contacts.bham.ac.uk

**Philosophy, Theology & Religion:** ptr-attendance@contacts.bham.ac.uk

*If you do not wish your information to be shared with members of the Wellbeing Team or Academic Staff, please select one or both of the boxes below.*

| [ ]  **I do not want my information to be forwarded to members of the Wellbeing Team.** |
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| [ ]  **I do not want my information to be forwarded to Academic Staff.** |

*If you would like more information on how the University will use any of your personal data it collects, please visit the following link:* [*University of Birmingham Privacy Policy*](https://www.birmingham.ac.uk/privacy/index.aspx)