# Declaration of Absence Form

| **Student ID:** Click or tap to enter your student ID number. | |
| --- | --- |
| **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):**  AcademicDomesticMedicalOtherRAP 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](mailto:law-attendance@contacts.bham.ac.uk)

**History & Cultures:** [shac-attendance@contacts.bham.ac.uk](mailto:shac-attendance@contacts.bham.ac.uk)

**English, Drama & Creative Studies:** [edacs-attendance@contacts.bham.ac.uk](mailto:edacs-attendance@contacts.bham.ac.uk)

**Languages, Cultures, Art History & Music:** [lcahm-attendance@contacts.bham.ac.uk](mailto:lcahm-attendance@contacts.bham.ac.uk)

**Philosophy, Theology & Religion:** [ptr-attendance@contacts.bham.ac.uk](mailto: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)