

These guidance notes detail the exact information that you are required to provide in order to submit a Declaration of Absence.

Field	Guidance
Student ID Number	Please enter your student ID number as displayed on your student ID card
Student	Please type your name, and the data inputted will sync with the University Outlook address book for you to select your name
School of Study	Please select your School of study from the drop-down menu EDACS: School of English, Drama and Creative Studies LAW: Birmingham Law School LCAHM: School of Languages, Cultures, Art History and Music SHAC: School of History and Cultures PTR: School of Philosophy, Theology and Religion
Reported Study Location	Please select: I am studying on campus if you have face-to-face classes or lab sessions on campus I am studying remotely if all your teaching is online, you do not have any sessions on campus even if you live in student accommodation
Start date of absence	Please use the calendar icon to select the first day of your absence or enter the first day of your absence in the following format: DD/MM/YYYY
End date of absence	Please use the calendar icon to select the final day of your absence or enter the final day of your absence in the following format: DD/MM/YYYY
Reason for absence	Please select the most appropriate reason for your absence from the drop-down menu
Details of absence	Please type any relevant details of your absence in the text box
I understand that my data will only be shared with the relevant parties where appropriate	Please select this option to give your consent

If you encounter any technical difficulties when submitting your Declaration of Absence or if you require any further information, please contact the Student Attendance Team at calsat@contacts.bham.ac.uk.