

Teaching Laboratory Student Absence Form

1. If you have been unwell and could not attend the labs you should complete this note and return it to the relevant laboratory manager *immediately upon your return to study*. Absences for more than 5 days must be substantiated with a doctor's note.
2. Note any absence in the appropriate box on the form and attach any documentary evidence. If you cannot get a doctors certificate you must ensure that your personal tutor fills in the appropriate part of the form to substantiate your reasons for the absence.
3. If you wish to keep your reasons for the absence confidential then discuss the situation with your personal tutor and submit any documents to the Director of UG studies in Chemistry or the Head of Education in Chemistry.

To be completed by the Student

Student Name:	
Personal Tutor:	
Date or Period of Absence:	
Reason for Absence (indicate nature of illness, etc.)	
Documentation provided (Delete as applicable)	YES / NO
Date documentation provided (if supplied direct to Director of UG studies in Chemistry or the Head of Education in Chemistry)	Date:
<i>I declare that the information given on this form is factually correct.</i>	
Date:	Signature:

To be completed by the Personal Tutor, Director of UG studies or Head of Education

The student named above has seen me regarding the absence specified and I am satisfied they have a valid reason for missing their laboratory session. (S)He should not be penalized for their absence.	
Date:	Signature:

To be completed by the Laboratory Manager

Comments:	
Date:	Signature: