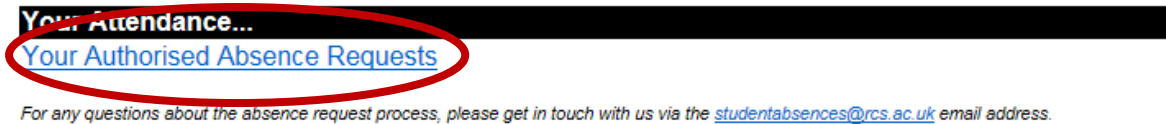


Student Guidance: How to complete an online absence request form.


1. Log into Student Contract as normal and on your student page **click on Your Authorised Absence Requests** in the Attendance and Meetings box (see below)



2. Click on **Add a Request for Permitted Absence** (this will display the form)



3. Complete the Absence Request form (below). **ALL FIELDS ARE MANDATORY.**
4. Once complete, check over your form and ensure that all details are correct then **click the submit** option at the bottom of the form to send.

 **Absence Request**


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Show absence request for: [Academic Year 2016 - 2017 ▼]

Pending Requests Not Yet Approved

Start Date	End Date	Start/End Time	Reason for Absence	Decision
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[Hide Form](#)

Absence Request Form

 Royal Conservatoire of Scotland

In accordance with Conservatoire Rules and Regulations, unauthorised absence from the Conservatoire is not permitted.

The Conservatoire is pleased to support you in taking on professional or amateur engagements; however, you must request permission to take part in public performances, publish compositions, accept employment of any kind or enter external examinations of other musical institutions.

Name:

Matriculation Number:

Programme and Year:

Instrument/Voice (SoM only):

Reason for Proposed Absence:

500 characters remaining

From (day/date): To (day/date):

Times:

List all Modules (including Choice Modules)/Productions/Classes :

500 characters remaining

(Please note that students are responsible for ensuring that their request for leave does not conflict with an assessment deadline or prevent them from presenting themselves for assessment)

Does this absence coincide with any assessment, exam or submission deadline dates?

Please state yes or no Choose ▼

If yes, please list the assessments and dates affected :

500 characters remaining

You should not accept engagements or make any travel or other financial arrangements until this request

What happens next?

- An email notification will be sent to the individual/s who need to authorise your request.
- When a **decision** has been made, you will receive an automated email to your **RCS email account** advising you of the outcome of your request.
- The Administration office will also receive notification of the **decision** and will ensure that your timetabled classes are updated with any approved absences.
- **Please Note:** You can log in to Student Records at any time to see the status of your requests.