**Non-Engagement Evidence Form**

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| **Your personal details** |
| Surname |  |
| Forename(s) |  |
| Student No |  |
| School |  |
| Dates of non-engagement | *From xx/xx/xxxx To xx/xx/xxxx (if in doubt speak to a departmental administrator)* |
| Year of study |  |
| Programme/Degree title |  |

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| **Absence Details** |
| **NOTES*** **You are required to provide evidence that supports your reasons for non-engagement. This should be any additional evidence that you have not already provided to your school’s administration team.**
* **The data you provide to us will be used in our assessment of your non-engagement. We always recommend using your University of Leicester email account for corresponding with us and sending personal/sensitive information to us. The data will be held on the University student record system for access by named individuals whose role it is to process this type of information. The data will be held securely and treated confidentially as per the Data Protection Act 1998 and the General Data Protection Regulation. The data will be retained on your record for the life of the record.**
* **If you have any concerns, please share them with your school or the Information Assurance Services. Further information is contained in the University’s data protection and use of student data statement:**

[**Information Assurance Services**](https://www2.le.ac.uk/offices/ias)[**Data protection and use of student data statement**](https://www2.le.ac.uk/offices/ias/dp/studentdata)* **Please attach any documents to your e-mail response, and list the filenames of any attachments in this document so they can be matched.**
* **If you have already submitted evidence to your school, please reference the conversation or e-mail.**
* **If you have had discussions with student support services regarding this absence period please let us know - we may not be aware of this as this service is confidential.**
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| Absence reason  | *Enter the reason, dates that the evidence relate to and an explanation of the absence (see above notes)*  |
| Supporting evidence: | *Enter filenames here* |
| Is there anyone else that you would like us to contact or anything else you would like us to be aware of when considering your absence for this period? | *Enter contact name and telephone/e-mail address or any further details.* |
| Please attach files to email and confirm they are included on the e-mail | [ ]  I confirm that I have attached supporting evidence to my email reply. |

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| **For Engagement Expert use only:** |
| I have received the evidence from the student: | Yes [ ]  |
| Expert recommendation/outcome  |  |
| Signed:(Engagement Expert) | Date: |