

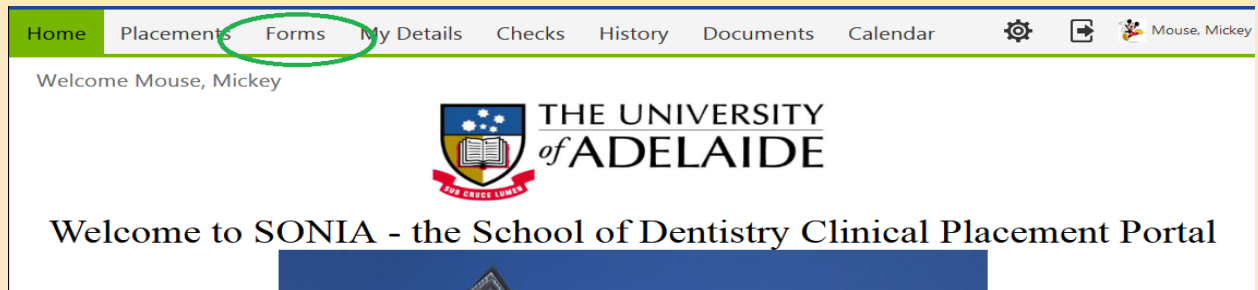
Submit a Clinic Non-Attendance Form

The Clinical Placement Non-attendance form is for all students to complete if they are absent from placement or seeking approval to take leave during placement.

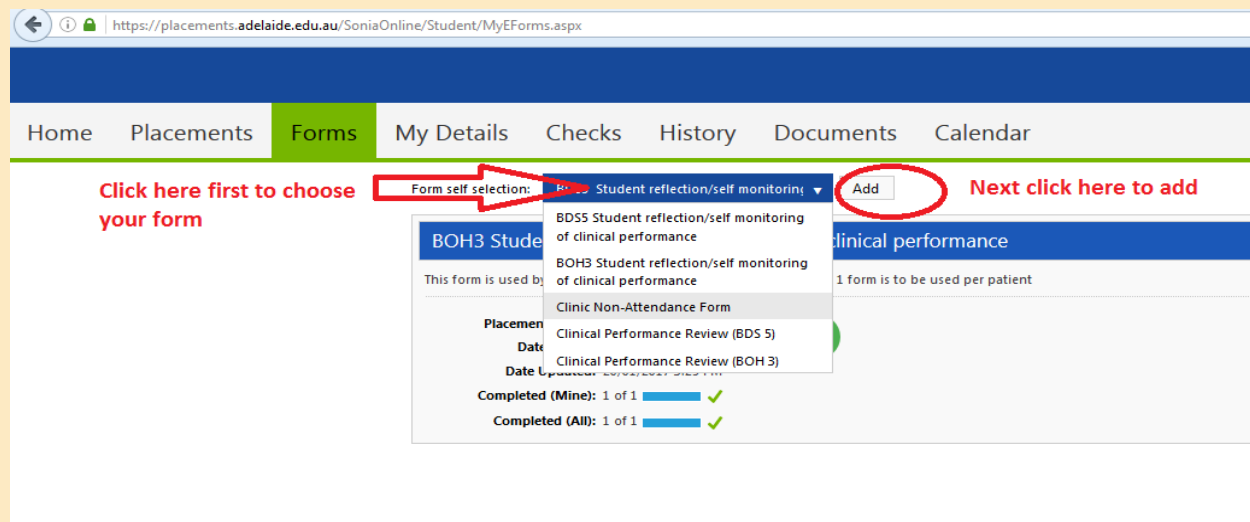
This guide is intended as an introduction to submitting electronic forms in SONIA online.

Forms may be self-selected via the “Forms” tab in SONIA

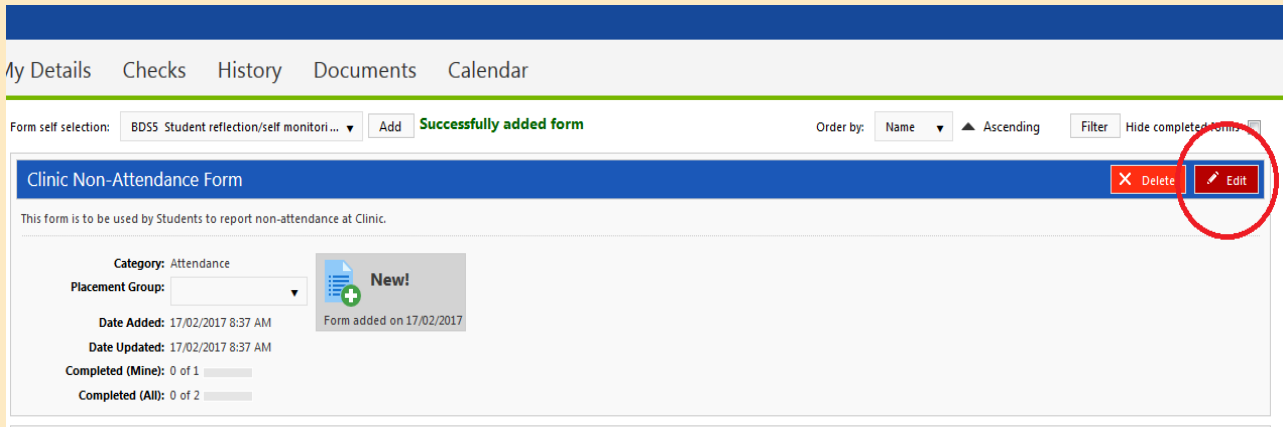
- Log in to your account as per the instructions on [Sonia USER GUIDE \(Students\) No 1. Accessing Sonia](#)
- Click on the “Forms” tab



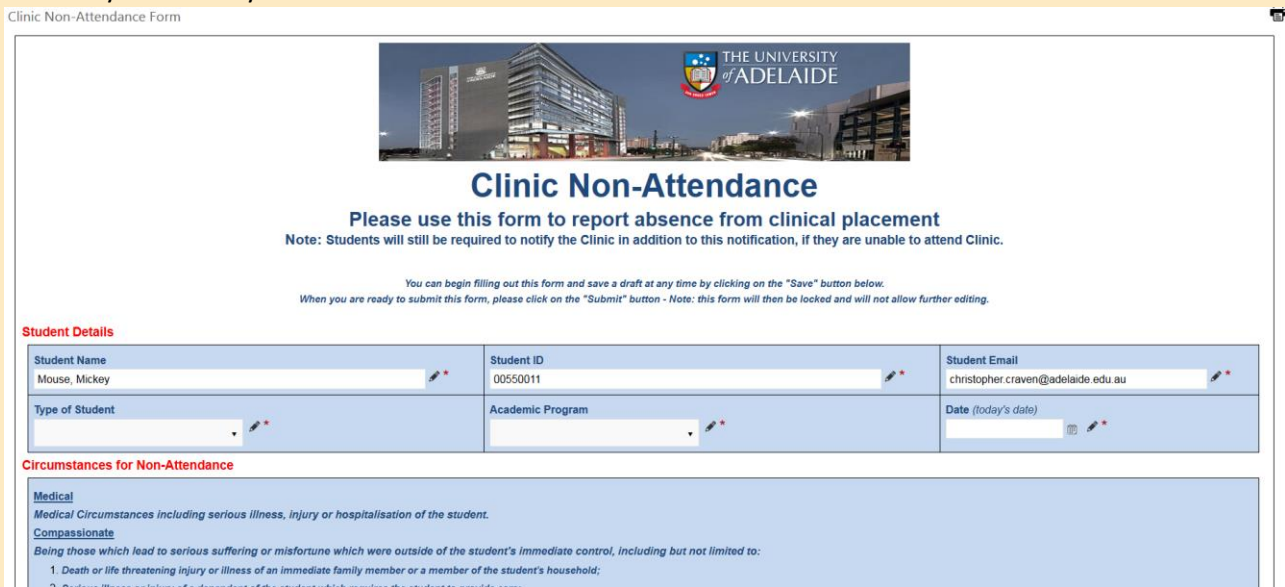
- Next click on “Form Self Selection” to open the drop down list and then choose the Clinic Non-Attendance Form and then click on “Add”



- To begin filling out your form, click on the "Edit" button



- This will open a new tab with your form to fill out.
Fill in all editable areas.
Fields marked with an "*" are mandatory.
- You must upload evidence into your Documents in SONIA to support your application.
Please see [Student Guide 3 Adding Documents to SONIA Online](#) for assistance
- You can "Save" the form to complete at a later date, or you can click on "Submit" if you are satisfied that you are ready to submit your form



If you need further assistance please contact cpteam@adelaide.edu.au