

REQUEST FOR EXCUSED ABSENCE

PLEASE READ BEFORE SUBMITTING THIS FORM

For an absence to be considered EXCUSED, a "Request for Excused Absence" form must be completed and submitted to the instructor along with any documentation. An absence can be considered EXCUSED before or after the absence if proper documentation is provided. If the form is not submitted, the absence will be considered UNEXCUSED and the penalties noted below will be assessed where applicable. (Rules & Regulations, p. 3, "All Absences")

All absences must be made up on or before the following Saturday of the week missed, unless granted an extension by the Apprentice Coordinator's office (ibid, p.3).

EXAMPLE OF ABSENCES CONSIDERED EXCUSED BY THE COMMITTEE:

- a) Death in the immediate family
- b) Illness documented by a doctor's letter
- c) Serious family problems

Apprentice Name: _____

Instructor: _____ Year: _____

Date(s) of Absence: _____

Reason for Absence (Please attach proper documentation): _____

Signed: _____ Date: _____

STAFF USE ONLY:

Instructor:			
Name		Date	
Training Director / Apprentice Coordinator Approval:			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Training Director / Apprentice Coordinator:			
Name		Date	
Office Staff Review:			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Initials	Date	Documentation	Total Absences for Semester to Date