

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. (Policies, Rules and Regulations Handbook, p. 8, "Class Absence Penalties")

The "Request for Excused Absence" form must be submitted along with pertinent documentation either before the absence or no later than 7 days following the absence.

All absence make-ups are mandatory and must be made up regardless if they are Excused or Unexcused. A missed night class must be made-up within forty-five (45) calendar days of the absence and must be made up at the Training Center.

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: _____ Class: _____

Date(s) of Absence: _____

Reason for Absence (Please attach proper documentation): _____

Signed: _____ Date: _____

STAFF USE ONLY:

Instructor:

Name

Date

Training Director Approval:

YES

NO

☐☐

Training Director:

Name

Date

Office Staff Review:

YES

NO

☐☐

Initials

Date

Documentation

Total Absences for Semester
to Date



ORANGE COUNTY ELECTRICAL TRAINING INSTITUTE