

MISSED CLASS FORM

MAIL TO: JATC 2011 E. Financial Way Suite 231 Glendora, CA 91741 FAX 626-794-9553

NAME: _____ STUDENT ID# (**NOT** your IUEC #) _____

FIRST

LAST

REQUIRED

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF MISSED CLASS: _____ PHONE: _____

APPRENTICES'S PHONE REQUIRED

INSTRUCTOR: _____

THIS CLASS 1 2

NUMBER OF MISSED CLASS THIS SEMESTER CIRCLE ONE

COMPANY: _____ PHONE: _____

COMPANY'S PHONE REQUIRED

COMPANY ADDRESS: _____ STATE: _____ ZIP: _____

THIS FORM MUST BE COMPLETED WITH ALL DOCUMENTS AND SIGNATURES AND BE SUBMITTED WITHIN 14 DAYS FROM THE MISSED CLASS..

FAILURE TO DO SO MAY RESULT IN YOU LOSING THE SEMESTER!!

REASON FOR ABSENCE: THE REASON LISTED BELOW MUST BE ACCOMPANIED BY DOCUMENTATION. TOW RECEIPT, PURCHASE RECEIPT, ETC. VACATION FOR ANY REASON MUST BE SUBMITTED PRIOR TO EVENT. OVER TIME IS **NOT** A REASON.

Reason: _____

Note: If unemployed mark unemployed for company and supervisor signature.

This form is a request to be scheduled for a makeup at the end of the school semester to complete my 144 hours of training needed. All makeup classes are a privilege and must be approved. I realize there are only 2 makeups per semester/4 per school year. You must be approved in order to be scheduled to sit.

APPRENTICE SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

ACCEPTED AND APPROVED: YES OR NO COMMITTEE TO CIRCLE ONE)

JATC SIGNATURE: _____ DATE: _____

MISSED CLASSES MUST BE APPROVED BY THE COMMITTEE AND MAKEUPS ARE MADE UP ON THE SCHEDULED SATURDAYS ONLY WHICH ARE ON THE NEIEP CALANDER!!