



IEC-DAKOTAS-APPRENTICESHIP PROGRAM

2016-2017 - ABSENCE FORM

STOP – BEFORE YOU CONTINUE – THIS FORM MUST ACCOMPANY PAYMENT AND HOMEWORK FOR THE LESSON YOU MISSED!!!!!!

I, _____ (did) -- (will) _____ miss attending
Apprentice Name (Circle One)

apprenticeship class in _____ on _____
City Date

LESSON # _____



Apprentice Signature _____ Date _____

Student Telephone Number _____ Student email address _____

Contractor Signature _____



Payment Enclosed

ALL LINES MUST BE FILLED IN TO BE APPROVED

RETURN COMPLETED FORM TO IEC-DAKOTAS, INC.

FORM CAN BE FOUND ON IEC-DAKOTAS WEB SITE – www.iecdakotas.com

Email iecdak.edu@midconetwork.com

TO BE SUBMITTED TO IEC-DAKOTAS IMMEDIATELY.

Make-up Class Requirements

- All students are required to have 100% classroom attendance
- Students absent from class are required to make up each absence at a cost of \$20 per absence – this includes students that register late.
- Student is required to sign absence form and return to IEC-Dakotas
- Upon receipt of absence form and makeup cost (\$20/absence), IEC-Dakotas will post information on facebook of classroom makeup date.
- If student attends makeup class without prior approval – hours **will not** be approved and **you will be charged again.**
- There is a limited number of makeup classes, if a class is missed it will be considered an outstanding absence and student will not be advanced to the next level.

Rev 7-16