

**IBEW/NECA ELECTRICAL TRAINING CENTER**  
**APPRENTICE REQUEST FOR EXCUSED ABSENCE**



This form should be completed by an apprentice who feels that an extenuating personal circumstance has precluded him/her from attending school, and would like to request that the Committee excuse the absence(s).

It is impossible to list the various reasons that this form may need to be used, but please be advised that it should only be used in cases of personal hardship such as a serious sickness or death in the apprentice's immediate family, or for the birth of an apprentice's child, etc.

In the event that the request is granted, the apprentice is responsible for making up missed work and tests per Policy, and must still pass the class to receive credit.

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

List Date(s) Excused Absence Requested and Attach Documentation for each date:

_____	_____
_____	_____
_____	_____

Describe reason for request(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

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*For office use only*     Denied     Approved    By \_\_\_\_\_    Date \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_