

EXPLANATION FOR HIGH ABSENTEEISM FORM

This form needs to be completed by the student prior to the scheduled meeting with the Chief Pilot. This student should bring the completed form to the meeting.

Student Name:	
Course Number:	
Course Name:	

(Tick appropriate box below)

<input type="checkbox"/>	First warning Letter – 5% non attendance
<input type="checkbox"/>	Second Warning Letter – 10% non attendance
<input type="checkbox"/>	Third Warning Letter – 15% non attendance

Explanation of High Absenteeism:

(In this section please detail the reasons for your high absenteeism.)

Resolution:

(In this section, please detail your approach to resolve the issues that lead to the high absenteeism.)

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Student Signature:	
Date:	

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