

# Apprentice Online Attendance Form

Name of Apprentice: \_\_\_\_\_ Date Missed: \_\_\_\_\_

\_\_\_\_\_  Test Missed – If so, Test No. \_\_\_\_\_

Tardy-Time IN \_\_\_\_\_ Left Early-Time OUT \_\_\_\_\_

**Reason for Missed Time:** If this is to be considered an Excused Absence, you will need to **provide documentation** (for example: doctors note, obituary, birth notice, or note from employer or foreman if absence is work related).

Signature of Apprentice: \_\_\_\_\_

Your initials followed by the last four of your SSN will act as your signature. (Example: ABC-1234)

---

## For Admin. Use Only

Excused

UnExcused

Date:

Date of Make-Up Class:

Date Fine was Paid:

Notes: