

Electrical Training Institute

Absence Excuse Form

(This form must be submitted within 48 hours of missing your regularly scheduled class date)

Apprentice name: _____

Date of missed class: _____

Reason for absence: _____

Apprentice Signature

Date

For administration only

Date received: _____ Date approved: _____

Training Director signature: _____

Date entered: _____ Admin Initials: _____