

ABSENCE DOCUMENTAION

Due with MPR submission by the 10th of each month – Please use pen!!

Date:_____

I _____ will be/was absent from my
(print name legibly)
Apprenticeship Related Training Class APR____, Titled _____

on _____, due to _____
(date) (cause)

I hereby realize this information requires committee approval for acceptance.
Failure to comply with this policy will result in a Hold Notice To Appear before
the committee.

(Signature – legibly)

(phone number)

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