



# ARPEC

## Absent Form

### Absence Information

Apprentice Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Contractor: \_\_\_\_\_

Class Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Type of Absence:

- |                                   |                                    |                                              |                                                                    |
|-----------------------------------|------------------------------------|----------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Sick     | <input type="checkbox"/> Vacation  | <input type="checkbox"/> Bereavement         | <input type="checkbox"/> Natural disaster (e.g. hurricane threats) |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other                                     |

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence:

PLEASE REFER TO THE JATC APPRENTICE HANDBOOK FOR ATTENDANCE INFORMATION

\_\_\_\_\_  
*Apprentice Signature*

\_\_\_\_\_  
*Date*

### Training Coordinator Approval

- Excused  
 Unexcused

Comments:

\_\_\_\_\_

\_\_\_\_\_  
*Training Coordinator's Signature*

\_\_\_\_\_  
*Date*

# **ARPEC ABSENT FORM**

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**In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which can be downloaded for free.  
This form is not fillable via mobile devices.**

**Note: All absent forms and supporting documentations must be submitted before your next scheduled class to obtain a make-up day for excused absences.**

**ARPEC  
13201 NW 45th Avenue, Opa Locka, FL 33054**