

SHARLEEN COLLINS

- ACADEMY -

ABSENCE WITH EXTENUATING CIRCUMSTANCES

THIS FORM IS YOUR OPPORTUNITY TO LET THE ACADEMY KNOW OF ANY CLASSES YOU WILL BE MISSING THROUGHOUT YOUR COURSE IN ADVANCE. PLEASE BE AWARE THAT STUDENTS CAN ONLY MISS ONE CLASS IN ORDER TO GRADUATE AND RECEIVE THEIR IN-HOUSE DIPLOMA AND/OR ITEC LEVEL 2 CERTIFICATE.

PLEASE NOTE YOU MUST INFORM THE ACADEMY IN ADVANCE OF THE DATES YOU WILL BE MISSING IN ORDER FOR A SUBSTITUTE CLASS SIT-IN TO BE OFFERED AND ARRANGED. IF YOU DO NOT PROFESSIONALLY CALL OR EMAIL THE ACADEMY IN ADVANCE OF YOUR ABSENCE WE WILL NOT BE ABLE TO FACILITATE A SIT-IN ON THE CLASS YOU MISSED.

PLEASE NOTE DOWN IF THERE ARE ANY CERTAIN DATES YOU WILL BE ABSENT/AWAY:

NAME PRINTED: _____

GROUP: _____

DATES OF ABSENCE: _____

STUDENT SIGNATURE: _____

DID SHARLEEN INFORM YOU THAT YOUR OFFICIAL ITEC EXAM DATE WILL BE HELD ON A SATURDAY/SUNDAY AND YOU WILL RECEIVE THIS OFFICIAL DATE WITHIN 6-7 WEEKS INTO YOUR COURSE?

CIRCLE YOUR ANSWER.

YES NO

WILL THIS BE A PROBLEM?

CIRCLE YOUR ANSWER.

YES NO

IF YES PLEASE CONTACT A MEMBER OF MANAGEMENT AS SOON AS POSSIBLE.

STUDENT SIGNATURE: _____

DATE: _____