

MAKEUP CLASS FORM 2016-2017

To make up an absence, an apprentice may attend class on a night he/she is not regularly scheduled. The apprentice must contact his/her Training Coordinator to make arrangements for the make-up class.

The Apprentice must obtain an assignment from his/her regular instructor prior to attending scheduled makeup class. The assignment is to be completed in the makeup class and the Apprentice will sit through the entire class.

THIS FORM MUST BE SIGNED and turned into either Laura Harrington or William Saunders to receive credit.

Name of Apprentice

Trade/Year

Date of Make-up class

Current Instructor Signature

Did the apprentice complete the assignment?
Yes No

Makeup Instructor Signature

Did the apprentice attend your class on the date above? Yes No

NEFBA Apprenticeship Office Use ONLY:

Training Coordinator

Did the apprentice receive credit for make-up ?
Yes No