

Training Class Make-Up Hours Form

The U.S. Department of Labor mandates Apprentices enrolled in the PHCC Academy of San Diego Apprenticeship Program complete a certain number of academic hours every year. If you must miss a class, talk with your instructor first. The Instructor of your Make-Up Class must sign this form after you complete the class. Turn this form in to the Academy Staff to change an unexcused absence to an excused absence. You are allowed 4 “excused” absences per Academic year.

Today’s Date: _____

Student Information:

Student Name: _____	Class Year: _____
Company: _____	
Date of Missed Class: _____	Instructor: _____
Classwork Missed: _____	

Make-Up Class or Project Information:

Date of Make-Up Class: _____
Make-Up Class or Seminar Title: _____
Make-Up Class Instructor’s Signature: _____

Authorization:

Student Signature: _____
Administration Signature: _____

OFFICE: Student Copy | Sponsor Email Copy | Original/File Copy