



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ATTENDANCE REPORTING - APPRENTICE

Code: DD1003

Policy Reference: N/A

The apprentice's record of attendance is kept on a Certificate of Attendance, which is carried by the student and stamped by each instructor with the instructor's name and the date for each period of the day. The Certificate of Attendance is issued by the student's first period instructor. If the apprentice enters school after the first period, the certificate is issued by the Apprentice Records section.

Unless previously excused by Apprentice Records, an apprentice is considered absent from school for the entire day if s/he is absent the final period of the day.

The Apprentice Records section of Student Services notifies employers or apprenticeship committees of absenteeism, tardiness, or discrepancies of attendance.

1. First period instructors should furnish each apprentice with a Certificate of Attendance (Form 28:32). The first period instructor should stamp their name and the date on the certificate for each assigned period.
2. Throughout the class day, each instructor should stamp every student's Certificate of Attendance to verify their presence in class.
3. An apprentice who is tardy should not be admitted to class unless they have a Certificate of Attendance issued by Apprentice Records. The number of minutes or hours late should be recorded on the certificate.
4. Last period instructors should complete the Apprentice Absence Report (Form 28:20) and present it to Apprentice Records at the end of each day. This form should be completed after a review of the class roster and the Certificates of Attendance for the day. If an apprentice was absent or tardy, this information should be recorded on the Certificate of Attendance. If no absence or tardiness occurred, "All Present - None Tardy" should be indicated on the form.

Office of Responsibility: Student Services