

## ATTENDANCE POLICY

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

*This policy is enforce from day one. The student must read policy and sign off on it. It will be placed in the student's folder.*

### Night Class Students

- A student must attend at least one class per week.
- If the student fails to attend one class per week, he/she will be dropped from the program after three (3) weeks of non-compliance.
- If the student is dropped from the program, he/she will have to start the testing process over from the beginning as a new student after a two-week lay off.

### Walk-In Students

- A student must attend at least three classes per week.
- If the student fails to attend one class per week, he/she will be dropped from the program after three (3) weeks of non-compliance.
- If the student is dropped from the program, he/she will have to start the testing process over from the beginning as a new student after a two-week layoff.

### DSS/Court Mandated Students

- Student must attend five days per week, in compliance with the Dept. of Social Services.
- If the student fails to attend five classes per week, he/she will be dropped from the program after three (3) weeks of non-compliance which may result in my case being sanctioned.
- If the student is dropped from the program, he/she will have to start the testing process over from the beginning as a new student after a two-week layoff.

## ATTENDANCE POLICY

### Night Class Students

I must attend at least one (1) day per week to keep my status as an active student. If I do not comply with this attendance policy, I will be exited from the program and will not be able to re-enter for a period of two (2) weeks.

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Student Signature

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Date

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### Walk-In Students

I must attend at least three (3) days per week to keep my status as an active student. If I do not comply with this attendance policy, I will be exited from the program and will not be able to re-enter for a period of two (2) weeks.

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Student Signature

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Date

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### DSS/Court Mandated Students

I must attend at least five (5) days per week to keep my status as an active student. If I do not comply with this attendance policy, I will be exited from the program which may result in my case being sanctioned.

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Student Signature

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Date