

# STUDENT REQUEST FORM



Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Program (check one)  Inside  Sound

Phone Number \_\_\_\_\_

I am requesting to (check one):

- \*  Take a leave of absence (Submit documentation for medical LOA requests)
- \*  Extend a leave of absence (Submit documentation for medical LOA requests)
- \*  Request excused absence(s) (Explanation, list dates requested, and provide documentation)
- Appeal the committee's decision (Explain below)
- Tutoring request (List below: Include your phone #, your current class, and the requested tutoring)
- Make a suggestion to improve the apprenticeship
- Withdraw from the apprenticeship
- Transfer between apprenticeships      From:                      To:
- Other (Explain)

Details/Explanation:

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Apprentice Signature: \_\_\_\_\_

**\* REMINDER:** The monthly work reports are mandatory and due every 1st of the month, even with an approved leave of absence and/or zero hours to report. You must turn in your monthly work report. Excused absences are still required to be made up within 59-days.