



IEC-Chesapeake

Student Data Change Form

Correction of Apprentice Data Base absence tracking report will not be made until all data is completed on this form and it is turned in to Larry Dennis at the IEC Chesapeake Odenton Training Center by fax (301) 912-1665 or mail to PO Box 147, Odenton, MD 21113.

Students exceeding 4-absences (evening classes) and 3-absences (daytime classes) from class during the year will not receive credit for the course.

**There are no excused absences.**

Printed Name of Apprentice: \_\_\_\_\_

Apprentice Class: \_\_\_\_\_

Date of Absence or \_\_\_\_\_

Tardy to be removed:  Absence  Tardy Date: \_\_\_\_\_

**Student Data Change**

Employer: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Instructor – Required for Absence Removals**

As the instructor of the above apprentice I verify that he/she was in class on the date noted:

Printed Name of Instructor: \_\_\_\_\_

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

Signature of Instructor: \_\_\_\_\_