

## JATC STUDENT REQUEST FORM



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

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

Program(Check One)       Inside       Sound       Intelligent Transportation Systems  
 Residential

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)
- Withdraw from the apprenticeship
- Appeal the committee's decision
- Make a suggestion to improve the apprenticeship
- Transfer between apprenticeships  
From :  
To :
- Other(Explain)

Details or Explanation:

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

**\* REMINDER:** The monthly work reports are mandatory even with an approved leave of absence. You must turn in your monthly work report even if you have zero hours to report. Monthly work reports are due the first of the month.