



Puget Sound Electrical JATC

550 SW 7<sup>th</sup> Street

Renton, WA 98057

Phone: (425) 228-1777

Fax: (425) 228-1778

## Leave of Absence Request

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

NEW REQUEST

EXTENSION

**Leave Of Absence From:**

Work

School

**Dates of Leave:**

Start Date:

End Date:

Are you scheduled to attend school during any portion of the LOA you are requesting?  YES  NO

Both (Work & School)

**REASON FOR LEAVE:**

School Official Use Only

Request Received: \_\_\_\_\_ Board Meeting Date: \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_ Date Notified Apprentice: \_\_\_\_\_

**\*Please attach documentation to support your leave of absence request (i.e. medical documentation, military orders, counselor note, etc.)**