
Digital Works Class Attendance Policy

Purpose

This policy is intended to support full contribution and participation of all Digital Works trainees. All Digital Works trainees receive a copy of this official policy at the start of class.

Definition of an attendance problem

A class attendance problem occurs if any of the following conditions exist in regard to a class member's attendance to training classes:

1. The trainee has an un-notified absence or tardy ("un-notified" means the trainee did not call ahead to the Digital Works facilitator before the next class to indicate they would be absent or tardy from the upcoming class).
2. The trainee has two notified absences or tardies in a training class series.

Response to an attendance problem

If a class attendance problem exists regarding a trainee, the facilitator will promptly contact the trainee to discuss the problem. In that meeting, the facilitator will decide what actions to take regarding the trainee's future participation in the class. If the facilitator decides to terminate the trainee's enrollment, termination will be conducted per this policy.

Acceptance of policy

I have read and been informed about the content, requirements, and expectations of the attendance policy for the trainees at Digital Works. I have received a copy of this policy and agree to abide by the policy guidelines as a condition of my acceptance and my continuing training at Digital Works. I understand that if I have questions, at any time, regarding the attendance policy, I will consult with my immediate facilitator.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Participant Name (Please Print)

Date

Participant Signature

Date

Facilitator

Date