



Minneapolis Electrical JATC

13100 Frankfort Parkway NE Saint Michael, MN 55376

Phone: 763.497.0072 Fax: 763.497.0076

www.mplsjatc.org office@mplsjatc.org

TIMECARD REMOVAL: COMMUNITY SERVICE FORM

Removal of One Late Timecard – Per Policy Statement

An apprentice shall be allowed to have one late timecard removed from their record during their term of apprenticeship. All removals of late timecards will be reviewed and approved by both the Training Director and Assistant Training Director.

~ An apprentice may qualify to remove the late timecard with completion and documentation of 40 hours of community service that is not required for any other purposes.

APPRENTICE NAME: _____

DATE OF SERVICE: _____ **NUMBER OF HOURS COMPLETED:** _____

LOCATION OF ACTIVITY: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

CONTACT NAME: _____ **CONTACT PHONE #:** _____

CONTACT SIGNATURE: _____

DESCRIPTION OF ACTIVITY: _____

APPRENTICE SIGNATURE: _____

TRAINING DIRECTOR APPROVAL: _____ **DATE:** _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> TRADESCHOOL	DATE: _____ INITIAL: _____



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TIMECARD REMOVAL: GRADES & ATTENDANCE FORM

Removal of One Late Timecard – Per Policy Statement

An apprentice shall be allowed to have one late timecard removed from their record during their term of apprenticeship. All removals of late timecards will be reviewed and approved by both the Training Director and Assistant Training Director.

~ An apprentice may qualify to remove the late timecard with two school years of perfect attendance and final grade score of 90% or higher.

APPRENTICE NAME: _____

CURRENT YEAR OF SCHOOL: _____

GRADES/ATTENDANCE (MUST BE IN SAME YEAR):

1ST FINAL GRADE OF 90% OR HIGHER: _____

2ND FINAL GRADE OF 90% OR HIGHER: _____

ADDITIONAL NOTES: _____

APPRENTICE SIGNATURE: _____

TRAINING DIRECTOR APPROVAL: _____ **DATE:** _____

FOR OFFICE USE ONLY

TRADESCHOOL DATE: _____ INITIAL: _____