

Attendance Policy

Implementation Date
1 September 2010

Last Revision Date
13 May 2022

Position(s) Responsible
Instructors / Course
Administrator

Authorized by
Campus Director

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Policy

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete their Certificate of Competency courses successfully.

- 1) Students must
 - a) Attend a minimum of 90% of Transport Canada block credit courses in order to graduate.
 - b) Attend 100% of practical training courses in order to graduate.
 - c) Class hours are from 8:30 am to 5:00 pm, depending on the course. Students are expected to be in class and ready to start at that time.
- 2) For absences, students are to contact the school either by email or phone.
 - e) Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note
- 3) If student does not attend as outlined above
 - a. For block credit course, student will be required to write their exam at Transport Canada;
 - b. For WMI and practical training courses, student may not graduate.

Note

At the Instructor's discretion, students may catch up with hours missed through one-on-one time with the Instructor. All hours missed must be made up and evidence of made up hours are to be provided to Course Administrator in the form of signed attendance form. Hours can only be made up where applicable; practical portion of MED training may not be made up at a later time, students must attend 100% of practical training time with the rest of the class in order write the exam at the end of the course.

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Attendance Record Process

1. At the beginning of each course, Course Administrator will provide the instructor with a Course Attendance class list.
2. Every day during the course, the Instructor will sign off on attendance for each student, indicating if the student was present or absent and if student missed any hours during the day. On the last day, the Instructor will submit the signed Attendance Sheet for the week to Course Administrator for entry into Student Information System.
3. At the end of the course, Attendance Sheets are to be stored in the Course File and kept on file for five years as per Transport Canada requirements.
4. Individual student attendance records can be accessed from the Student Information System.