



LEADERSHIP LANCASTER

Connect. Educate. Inspire.

2019 CORE CLASS ABSENTEE FORM

ATTENDANCE POLICY:

- Attendance at the two day Opening Retreat and evening reception is mandatory (September 6 and 7).
- Excused session absences must be submitted in writing and approved by Leadership Lancaster's Executive Director or Program Director prior to session date.
- Participation in the program will automatically be reviewed by the Leadership Lancaster Board of Directors after **one excused/unexcused absence**, and employer/sponsor will be notified in writing of the missed session.
- In the event of **two excused/unexcused absences**, continuation in the program will be reviewed by the Leadership Lancaster Board of Directors and participant will not be invited to attend the next session until that review is complete. This review could result in removal from the program, notification of employer/sponsor, and forfeiture of tuition.
- Late arrivals, early departures, or lack of participation on program days could be considered absences.

NAME: _____

I HAVE READ AND UNDERSTAND THE ATTENDANCE POLICY (SIGNATURE):

SESSION: _____

SESSION DATE: _____

REASON FOR ABSENCE: _____

