



YA Student Termination Form

All information is required.

Youth Apprentice Name	Student ID#
First Day of Employment (mm/dd/yyyy)	Last Day of Employment (mm/dd/yyyy)
YA Consortium Name North Central Wisconsin School-to-Career Partnership	
High School Name	

Check the reason(s) that most accurately describe why the student is leaving the program:

1. Student changed career interests.
2. Student has chosen early graduation.
3. Student has quit school.
4. Student moved out of the school district.
5. Student has received unsatisfactory grades in course work.
6. Student is experiencing scheduling conflicts with work.
7. Student is experiencing scheduling conflicts with required YA classes.
8. Student is experiencing attendance and/or tardiness problems with worksite.
9. Student is experiencing attendance and/or tardiness problems with classes.
10. Employer is unsatisfied with work performance.
11. Employer is unsatisfied with attitude/initiative of youth apprentice.
12. Student did not successfully complete the required competencies.
13. Student did not successfully complete the required work hours.
14. Student did not successfully complete the required related instruction.
15. Other (when checked please describe)

Check that each of the parties below has been notified of or has been involved in the termination process. <input type="checkbox"/> Parents <input type="checkbox"/> Youth Apprentice <input type="checkbox"/> Employer <input type="checkbox"/> School Representative <input type="checkbox"/> YA Coordinator	
Date termination meeting was held (mm/dd/yyyy)	
YA Coordinator Name	YA Coordinator Phone Number
YA Coordinator Signature	Date Signed

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Instructions for Terminating a Youth Apprentice from the Program

Employers may dismiss or fire youth apprentices who do not comply with work rules or requirements. Local school districts or youth apprenticeship partnerships may dismiss youth apprentices who do not comply with program rules or requirements.

However, unless the violation is serious enough to warrant immediate dismissal, all parties to the ETA must meet before the student is terminated from the program so that every effort can be made to help the youth apprentice resolve any problems and succeed in the program.

If a youth apprentice voluntarily withdraws from the program, they should be encouraged to complete the current semester's class so that graduation credit may still be granted for courses that were successfully completed.

The local Youth Apprenticeship Coordinator needs to submit the Student Termination Form to NTC within thirty (30) days of the student leaving the program so the student's file can be closed.

It is important to the success of the youth apprenticeship program to provide termination information on students who do not complete the program. Reasons for withdrawal are periodically reviewed to determine if program changes need to be made to prevent early withdrawals by students.

Email the completed form to:

Anne Klump at klumpa@ntc.edu

Or

Dina Kilinski at kilinskid@ntc.edu

If there are any questions about the termination process or this form, please call Anne at (715) 803-1712 or Dina at (715) 803-1190.