**D10 FA210043**

**FF1/2 MEMO**

**Official attendance policy:**

This Memo shall serve as the official attendance policy and punishment process that will follow for non-compliance.

**Online Classroom:**

Students are **required** to attend online class sessions set forth in the student syllabus. If a student is unable to attend the class session, they **must** contact either Co-Lead Instructor via text message prior to class beginning. Students who fail to attend the live version of class **must** view the recorded video link within 6 days of the video being posted onto YouTube. Failure to view the segment will result in an absence.

Any student who fails to notify Co-Lead Instructors prior to class will be counted as a **No-Call, No-Show**.

**Department Skills Training:**

Students are **required** to attend department weekly skills training set forth the students AHJ. If a student is unable to attend the weekly skills training, they **must** either make it up with their department or can contact either Co-Lead Instructor via text message to find another training site to complete skills training.

**Students who fail to attend skills training at either their home department or make it up with another satellite site, will not be eligible to test out of those skills at the weekend workshops schedule on the syllabus.**

**Weekend Workshops:**

Students are **required** to attend Weekend Workshops set forth in the student syllabus. If a student is unable to attend the class session, they **must** contact either Co-Lead Instructor via text message prior to workshop beginning.

**Failure to attend the Weekend Workshop will result in an absence and the student will be required to test out on all skills performed during the workshop on the Final Exam Day.**

Any student who fails to notify Co-Lead Instructors prior to class will be counted as a **No-Call, No-Show**.

**Punishment process for Absences shall be as such:**

1 absence = verbal warning

2 absences= written warning

3 absences= contacting students training officer

4 absences= dismissal from the Academy

**2 No-Call, No-Shows will result in immediate contact of students Fire Chief.**

**3 No-Call, No-Shows will result in dismissal from the Academy.**