



IT in the D Attendance Policy

In order for everyone to get the most out of the 10 week program, regular attendance and punctuality is required. If for some reason you feel that you cannot adhere to this policy, please contact your school's representative and program administrators (see below).

Attendance Tracking

- Please make sure to sign in on the provided sign-in sheet, upon arrival, to each class period.

Absences/Tardiness

- If a life event comes up that requires you to be tardy or absent, please e-mail your instructor and program administrators at least one hour before your class period to inform them of absence or tardiness, unless it is a verifiable emergency.
- After 2 consecutive absences without notification, you will be considered withdrawn from the program.
- If you acquire 3 absences, your school's representative will be notified, and it will be determined whether or not you will be able to remain in the program.
- In the event of excessive tardiness (at instructor's discretion), your school's representative will be notified, and it will be determined whether or not you will be able to remain in the program.

Leaving Early

- If you have to leave a class early, please notify your instructor at the beginning of class.

Breaks

- Breaks will be given/allowed at the instructor's discretion. If you need to leave in the middle of class, for any reason, please notify your instructor.

Sick Policy

- If you are sick, we request that you please remain at home. Please follow the steps above to notify the appropriate people of your absence. Any missed work, will be made up in a subsequent class period, if possible/applicable.

Withdrawal Policy

- If for some reason you have to withdraw from the program, please e-mail your school's representative and program administrators IMMEDIATELY, so that your spot may be filled with someone on the waiting list.

Program Administrators:

Olivia Anderson – oanderson@galaxesolutions.com

Jaclyn Curtis – jcurtis@galaxesolutions.com