CYBER SCHOOL ABSENCE REQUEST FORM

REQUEST DATA

REQUESTER: _____ **RANK:** _____ **COURSE:** _____ **CLASS:** _____-_____
Last, First, MI.

ABSENSE FROM: _____ on _____ **TO:** _____ on _____ **REQUESTED HOURS:** _____
                    Time   *Date*   *Time*   *Date*

REASON FOR REQUEST: _____

_____

IMPACT IF NOT APPROVED: _____

TRAINING THAT WILL BE MISSED: _____

PLAN TO MAKEUP MISSED TRAINING: _____

STATEMENT OF UNDERSTANDING: I UNDERSTAND I AM RESPONSIBLE FOR COMPLETING ALL TRAINING REQUIREMENTS AND FOR COORDINATING ALL EXERCISES AND ASSESSMENTS WITH THE INSTRUCTOR(S) PRIOR TO DEPARTING. I UNDERSTAND THAT INSTRUCTORS ARE NOT OBLIGATED TO PROVIDE REFRESHER, MAKEUP, OR ADDITIONAL TRAINING FOR THE TIME PERIOD OR MATERIAL I WILL MISS. I FURTHERMORE UNDERSTAND THAT MY ABSENCE MAY CAUSE ME TO BE ADMINISTRATIVELY DROPPED FROM CLASS FOR FAILING TO MEET REQUIRED ATTENDANCE THRESHOLDS.

_____   _____
                    Signature of Requester   *Date*

IMPACT THRESHOLDS

ABSENCE OF 1 HOUR OR 25% OF MAX MISSED MODULE TIME **WHICHEVER IS LESS** – CLASS LEADER

ABSENCE OF 4 HOURS OR LESS –TAC OFFICER/SENIOR INSTRUCTOR

ABSENCE OF 8 HOURS OR LESS – COURSE MANAGER   **CUMULATIVE MODULE HOURS MISSED INCLUDING REQUESTED:** _____

ABSENCE OF MORE THAN 8 HOURS – CTED DIRECTOR   **ABSENCE REASON CODE:** _____

ROUTING

INSTRUCTOR:_____ CONCUR   ADVISE AGAINST   DATE:_____

COMMENTS:_____

CLASS LEADER:_____ APPROVE   DISSAPPROVE   DATE:_____

COMMENTS:_____

TAC OFF/SR INSTR:_____   APPROVE   DISSAPPROVE   DATE:_____

COMMENTS:_____

COURSE MANAGER:_____APPROVE   DISSAPPROVE   DATE:_____

COMMENTS:_____

COLLEGE DIRECTOR:_____CONCUR   ADVISE AGAINST   DATE:_____

COMMENTS:_____

DIRECTOR OF TRAINING:_____ APPROVE   DISSAPPROVE   DATE:_____

COMMENTS:_____

CYBER SCHOOL ABSENCE REQUEST FORM

INFORMATION

ABSENCEREASONCODES:
UNEXCUSED ABSENCE
SICK CALL/MEDICAL APPOINTMENT
DENTAL APPOINTMENT
DETAIL
BLOOD DONOR
EMERGENCY LEAVE
POST APPOINTMENT
OTHER

MAXIMUMALLOWEDMISSEDCLASSTIME:

CyBOLC (Based on 5% of Modules Academic Hours)
JUNIOR LEADER DEVELOPMENT (JLD): **18 hours**
OPERATIONS IN THE INFORMATION ENVIRONMENT & CYBERSPACE PLANNING (OIE&CsP): **7 hours**
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA): **13 hours**
PROGRAMMING & SCRIPTING: **4 hours**
CYBER COMMON TECHNICAL CORE (CCTC): **17 hours**
MISSION COMMAND (MC): **4 hours**
ELECTROMAGNETIC WARFARE (EW): **4 hours**
CYBERSPACE RESPONSE ASSESSMENT / MULTI-DOMAIN OPERATIONS / FTX (CsRA/MDO): **6 hours**

CyOOC (Based on 5% of Modules Academic Hours)
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA): **13 hours**
PROGRAMMING & SCRIPTING: **4 hours**
CYBER COMMON TECHNICAL CORE (CCTC): **17 hours**
OPERATIONS IN THE INFORMATION ENVIRONMENT & CYBERSPACE PLANNING (OIE&CsP): **7 hours**
MISSION COMMAND (MC): **4 hours**
ELECTROMAGNETIC WARFARE (EW): **4 hours**
CYBERSPACE RESPONSE ASSESSMENT / MULTI-DOMAIN OPERATIONS / FTX (CsRA/MDO): **6 hours**

CyCCC
COMMON CORE: **36 hours**
INFORMATION ADVANTAGE/INFORMATION OPERATIONS: **40 hours**
CAPSTONE: **8 hours**

170A WOBC (Based on 5% of Academic Hours)
COMMON CORE: **2 hours**
SCRIPTING: **6 hours**
CYBER COMMON TECHNICAL CORE (CCTC): **18 hours**
OPERATIONS IN THE INFORMATION ENVIRONMENT (OIE) 101: **1 hour**
CEAC: **4 hours**
DEFENSIVE CYBER OPERATIONS (DCO): **3 hours**
OFFENSIVE CYBER OPERATIONS (OCO): **3 hours**

170A WOAC (Based on 5% of Academic Hours)
COMMON CORE: **2 hours**
SCRIPTING PYTHON: **2 hours* (2)**
SCRIPTING POWERSHELL: **1 hour***
FORENSICS: **2 hours* (2)**
WEB APPLICATIONS: **2 hours* (2)**
ICS/SCADA: **1 hour***
CYBER OPERATIONS PLANNERS COURSE (COPC): **4 hours**
HACKING: **4 hours**
*Instructional week of training (indexing week)

170D WOBC
COMMON CORE: **1 hour**
COMMUNICATING EFFECTIVELY: **2 hours**
THINKING LOGICALLY: **2 hours**
DISCRETE MATH: **2 hours**
PYTHON PROGRAMMING I: **8 hours**
PYTHON PROGRAMMING II: **8 hours**
PROJECT I: **4 hours**
INTRO TO C PROGRAMMING: **8 hours**
INTERMEDIATE C PROGRAMMING: **8 hours**
PROJECT II: **4 hours**
DSA I: **8 hours**
DSA II: **8 hours**
PROJECT III: **4 hours**
OBJECT ORIENTED PYTHON: **8 hours**
PROJECT IV: **4 hours**
OPERATING SYSTEMS: **8 hours**
X86 ASSEMBLY PROGRAMMING: **8 hours**
PROJECT V: **4 hours**
NETWORKING: **4 hours**
C NETWORK PROGRAMMING: **8 hours**
PYTHON NETWORK PROGRAMMING: **8 hours**
DEVELOPER QUALIFICATION EVENT: **8 hours**
INTRO TO CYRPTOGRAPHY: **8 hours**