



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	
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.

Parents Youth Apprentice Employer School Representative YA Coordinator

Date termination meeting was held (mm/dd/yyyy)

YA Coordinator Name

YA Coordinator Phone Number

YA Coordinator Signature

Date Signed

– Over –

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 Education and Training Agreement (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 Regional Coordinator needs to submit the Student Termination Form to DWD within thirty (30) days of the student leaving the program or the end of their employment, whichever occurs first, 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:

DETYAForms@dwd.wisconsin.gov

Mail the completed form to:

Youth Apprenticeship
DWD/DET
P.O. Box 7972
Madison, WI 53707-7972

Questions about the termination process or this form, call (608) 267-7210.