



Ahnapee Regional Youth Apprenticeship Termination Form

Youth Apprentice Name:	
YA Consortium Name: Ahanpee Regional	
School District:	
First Day of Employment:	Last Day of Employment:
Termination Reasons	
Check the reason (s) that most accurately describe why the student is leaving the program:	
<input type="checkbox"/> Student changed career interests.	
<input type="checkbox"/> Student has chosen early graduation.	
<input type="checkbox"/> Student has quit school.	
<input type="checkbox"/> Student moved out of the school district.	
<input type="checkbox"/> Student has received unsatisfactory grades in course work.	
<input type="checkbox"/> Student is experiencing scheduling conflicts with work.	
<input type="checkbox"/> Student is experiencing attendance and/or tardiness problems with worksite.	
<input type="checkbox"/> Student is experiencing attendance and/or tardiness problems with classes and school.	
<input type="checkbox"/> Employer is unsatisfied with work performance.	
<input type="checkbox"/> Employer is unsatisfied with attitude/initiative of youth apprentice.	
<input type="checkbox"/> Student did not successfully complete the required competencies.	
<input type="checkbox"/> Student did not successfully complete the required work hours.	
<input type="checkbox"/> Student did not successfully complete the required related instruction.	
<input type="checkbox"/> Other (when checked, please describe:	
Summary of Termination	
Date Termination Meeting Held:	
Documentation Summary of Meeting:	
Check that each of the parties below has been notified of and has been involved in the termination process.	
<input type="checkbox"/> Youth Apprentice <input type="checkbox"/> Parents <input type="checkbox"/> Employer <input type="checkbox"/> School Based Coordinator <input type="checkbox"/> YA Coordinator	
Youth Apprentice Signature:	

Parent Signature:
Youth Apprenticeship Coordinator Signature:

Instructions for Terminating Youth Apprentice from Program

1. 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.
2. 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.
3. 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.
4. Termination form must be completed and uploaded in YODA. The completed form should be kept on file at the Regional Consortium's office, following standard record retention policy (retain for three years after date of completion/termination). The Regional Coordinator must enter the information from this Student Termination Form into YODA within thirty days of the student leaving the program or the end of their employment, whichever occurs first, so the student's file can be closed.
5. For questions about the termination process or this form, email the office of the Regional Coordinator or the DWD central office, at ya@dwd.wisconsin.gov.

***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.