



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**



**RAPHAEL O. WHEATLEY SKILL CENTER**  
*Post-Secondary Career & Technical Education Institute*

Dr. Mario Francis, Principal  
P. O. Box 9337, St. Thomas • U.S. Virgin Islands 00801  
Tel: (340) 998-2730 | [mario.francis@vide.vi](mailto:mario.francis@vide.vi)

***APPENDIX C***  
**ATTENDANCE WARNING FORM**

Student's Name:	Date:
Instructor's Name:	Course Name:

Our records indicate that you have exceeded the allowable amount of absences per semester. As a reminder, the attendance policy was reviewed during orientation at the beginning of the semester and is outlined in your student handbook. You acknowledged receipt of this handbook and agreed to all policies and procedures therein.

Your instructor has issued several verbal warnings regarding your attendance. To date, you have been tardy [     ] times and absent [     ] days.

This correspondence serves as your final warning. Any subsequent absences will result in being placed on academic or performance probation, which may lead to immediate separation from the program if your time and attendance does not improve.

Please take this matter seriously to avoid further consequences.

Student's signature: \_\_\_\_\_

Principal's signature: \_\_\_\_\_