



ATTENDANCE POLICY

Responsibility

Senior Educational Administrator and Instructors

Policy

Regular attendance is required by students in order to acquire all of the knowledge and skills and build the habits required to complete the training successfully.

Students must attend a minimum of 80% of the program hours in order to graduate.

Procedure

1. Attendance is documented daily by Instructors.
2. Totals missed program hours are compiled monthly by Compliance Director and recorded on the student's Student File Checklist
3. The Compliance Director will notify Senior Educational Administrator if a student misses enough classes to indicate a pattern or possibility that they may not graduate.
4. Students who have paid acting work will be excused from that day of class, if there is a conflict between both attending class and going to set or studio, and will not count as a missed day. Students must e-mail the Compliance Director to inform them when this occurs and provide the Compliance Director with physical documentation (e.g. call sheet, e-mail from agent or production confirming the date, etc.)