

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Departure Check List

1.  Instructor to complete portion of Form #. 002.1 & Contact Director of Nursing
2.  Contact student for appointment with Director \_\_\_\_\_ at \_\_\_\_\_
3.  Instructor-contact Facility and Drop Student
  - Faculty retrieves Badge(s)
4.  Director to meet with Student
  - Complete bottom of Form #002.1
5.  Student must read & sign form #002.1
6.  Student Petition process initiation form with request
7.  Student must write a letter of intent to return
8.  Copy to student
9.  For Faculty Review Date \_\_\_\_\_ Time \_\_\_\_\_
10.  Faculty Approval to Return Date \_\_\_\_\_ or  Denied
11.  Notify WIOA, Judy Dech at [JDech@yccd.edu](mailto:JDech@yccd.edu)