

Department of Workforce Development

Division of Employment and Training

Youth Apprenticeship Program

**YA Student Termination Form**

(This form is a YA consortium tool not a program required form.)

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| --- | --- |
| 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 –**

DETW-14915-E (R. 1/2025)**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 must enter the information from this Student Termination Form into DWD's Bureau of Apprenticeship Standards Information System (cBASERS) **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.

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).

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](mailto:ya@dwd.wisconsin.gov).