

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Absent from Training

Definition of Absent from Training:

Definition 1: Not being present for training and not cancelling out of the Virginia Learning Center (VLC) or identifying you are not coming via localsupport@dss.virginia.gov prior to 8 am the day of the class.

Definition 2: Not being present for subsequent days of training without notifying the trainer..

Definition 3: Leaving during the day and not notifying the trainer.

Process for cancelling training:

1. Accessing the VLC and cancelling training via the current training tab; or
2. Sending an email to localsupport@dss.virginia.gov and identifying the class you will not be attending prior to 8 am.

Unacceptable ways of identifying you are not attending training you are enrolled for:

- Calling or emailing the trainer

Notification of absent from training: If you are absent from training, you and your supervisor will be notified via email, and it will be annotated on your transcript.