

# SkillsUSA Utah Leadership and Skills Conference Exception Form

If a contestant is unable meet all competition requirements during the state conference event and would like to request an exception to be excused, this form must be completed in its entirety. This form must be submitted in advance to the conference management team through the state director by email at [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com) or in person at the state conference headquarters room, SLCC Redwood Campus LAC Room 143.

When submitting this exception request, please allow enough time for appropriate review. The conference management team will review the request and determine if the contestant will be excused from a portion of the conference event without penalty or if a penalty will be imposed for lack of participation in the required portion of the competition.

Exceptions will only be granted for circumstances far beyond the control of the contestant.

No exception will be granted without the use of this form. A verbal exception will not be granted.

Contestant: \_\_\_\_\_ Advisor: \_\_\_\_\_

Contest: \_\_\_\_\_ Date: \_\_\_\_\_

School/Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

Exception requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

## Required Signatures:

Contestant \_\_\_\_\_ Date: \_\_\_\_\_

Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Principal / Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

## Submit Exception Form to:

SkillsUSA Utah  
Attention: Conference Management Team  
[skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com)

## Conference Management Team Action

Approved                      Not Approved

Comments:

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State Director: \_\_\_\_\_ Date: \_\_\_\_\_

**SkillsUSA Utah Exception Policy**  
(revised 3-28-19)

**Exception Policy:**

1. On the rare occasion that a student contestant cannot fully participate in a portion of the state conference event, due to circumstances far beyond the control of the student, the Contest Management Team may allow an exception to the mandatory participation policy.
2. Situations that may justify an “Exception” may include:
  - The need to miss the mandatory meeting
  - To make a request for a special accommodation for a specific contest
  - The need to miss the awards program/inability to collect a medal or industry prize
  - Failure to meet the conference registration deadline
3. Contestants must pre-arrange work schedules and consider potential delays due to traffic congestion or weather and make a reasonable effort to fully participate in all state conference events.
4. An official “SkillsUSA Utah Exception Form” can be downloaded and printed from the state website ([www.utahskillsusa.org](http://www.utahskillsusa.org)), located under the “Conferences and Events” button on the home page.
5. Exception forms must contain all required signatures before they will be evaluated.
6. SkillsUSA Utah Exception Forms must be submitted to the Contest Management Team prior to the start of the State Conference Event.
7. No exceptions will be granted without the official exception form, and no “verbal” exception approvals will be granted.