

«Last\_Name»  
«UIC\_Code»

«Placement\_SCH»  
«Campus\_Address» • «Campus\_City», MI • «Campus\_Zip»  
V: «Campus\_V» • F: «Campus\_F»

«SCHYr»  
School Year

## «EXP\_Type» Training Agreement

Student Information	
First Name: «First_Name»	<b>Emergency Contact #</b> «St_EMEG_»
Last Name: «Last_Name»	
Street: «St_Address»	
City: «St_City»	Zip Code: «S_Zip»
Telephone: «Home_Tele»	Cell Phone: «St_Cell»
Date of Birth: «Birth_Date»	Age: «Age»
School ID: «UIC_Code»	Grade: «Grd»
School: «Home_SCH»	

Important Safety Information
Student learners are required to use safety glasses and other required Safety devices pursuant to MI-OSHA requirements.

Placement Information			
Duration:	«Start_Date»	to	«Ending_Date»
Experience Type: «EXP_Type»	Employment Type: «EXP_Type»	Wage: «Wage»	
Photo release: «M»		School Hours per day «S»	
Job Title: «Job_Title»			
Week day	Start Time	Ending Time	Work Release Hours per day
Sunday	«SS»	«SE»	
Monday	«MS»	«ME»	«O»
Tuesday	«TS»	«TE»	Release Hours From School
Wednesday	«WS»	«WE»	«Rls_HRs»
Thursday	«RS»	«RE»	
Friday	«FS»	«FE»	Legal MAX HRs per week
Saturday	«US»	«UE»	
This placement cannot compute more than 50% of the students FTE.			«LM»

Safety Training & Procedures	
<p>Safety of the student learner is our major concern, to the end we as a school district, ask for the employers to help us insure that safety procedures and policies are strongly adhered to. As a school district, we will provide basic work place safety instruction. This will include instruction on blood borne pathogens, safe work habits and fire safety. As a part of that instruction, we ask that the student learner use the following safety devices (<i>safety glasses, face masks, vinyl gloves, safety boots, work gloves, ear protection or respirators</i>) when requested by their employer or when warranted by MI-OSHA. The student's initials below attest that training has been provided and received.</p>	
Safety Training Date:	«VID»

Student & Coordinator Initials of School Required Safety Training			
Student Learner Initials		Placement Coord Initials	

Employer Information	
Employer:	«Employer»
Street:	«Employer_Address»
City:	«EM_City», MI
Postal Code:	«E_Zip»
Supervisor:	«Contact»
Telephone:	«Telephone»
Fax:	«Fax»
WC Carrier*:	«Comp_Carrier»
Policy No*:	«Comp_Policy»
Exp*:	«Cexp»
Liability Carrier*:	«L_Carrier»
Policy No*:	«L_Policy»
Exp*:	«Lexp»

**Documentation of all safety training and safety procedures for equipment use and tasks should be maintained in each student file.**

Program Related Instruction
<p>The employer agrees to employ «First_Name» «Last_Name» who has successfully completed or is currently enrolled in «Related_Class» at «Placement_SCH» for the purpose of receiving training and experience for the following occupational area: «Occupational_Area»</p> <p><b>The trainee needs to work a minimum average of «CH» hours per week to earn educational credit. The undersigned agree to the terms and conditions of this agreement.</b></p>

Persons Approving & Agreeing to this Learner Program	
Student Learner:	_____
	«First_Name» «Last_Name»
Parent / Guardian:	_____

<p><b>Employer:</b> The signature of the employer certifies that the employment of the student learner will conform to all federal, state and local laws &amp; regulations, including those that prohibit discrimination against the employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.</p>	
Employer / Supervisor:	_____
Principal / Designee:	_____
Coordinator:	_____
	«Coordinator» Coordinator's Emergency contact number - «Ecnt»

Date: «Print\_Date»

«Last\_Name»  
«UIC\_Code»

«Placement\_SCH»  
«Campus\_Address» • «Campus\_City», MI «Campus\_Zip»  
V: «Campus\_V» • F: «Campus\_F»

«SCHYr»

**Responsibilities for Student Participants:**

- Transportation to and from the training site is «First\_Name»'s responsibility and has parental permission.
- The trainee must maintain a passing grade in the related course to pass the work experience and remain in the program.
- All students participating in the «EXP\_Type» Program must be currently enrolled in a qualifying related course and working in a career area within their Career Pathway.
- Should a student fail the related course of study («Related\_Class»), at the end of the semester, they will lose credit for the «EXP\_Type» experience and will be removed from the program and any release time will be suspended.
- Any student who will be tardy or absent from the scheduled work time must notify their employer.
- Any student, who skips school, will have the «EXP\_Type» experience reviewed and may be removed from the program.
- Should any problems arise at work or school that may affect the student's placement, the student should notify the Career Prep /STW Coordinator immediately.
- Students are required to obtain permission from the Career Prep / STW Coordinator before quitting any «EXP\_Type» placement. Failure to do so may result in a failing grade for the semester.
- Secure a signed Training Agreement and have it on file with the Career Prep / STW Coordinator prior to the start of your «EXP\_Type» placement and to receive graduation credit.
- Should a student be removed from a «EXP\_Type» placement, they will be required to spend any release time in a school approved placement. Removal from the «EXP\_Type» placement may also result in a loss of credit.
- Students who are placed on a release schedule are expected to be working during these release hours.
- Students are required to complete weekly work hour reports to the Career Prep / STW Coordinator. Failure to complete these required hour reports, will result in the student failing the work experience.
- Students will adhere to all safety requirements specific to their placement as identified by MI-OHSA and their supervisor.
- Students who are absent from school are not permitted to work that day at their placement and must notify the employer.

I, «First\_Name» «Last\_Name» acknowledge that I have read and understand the program requirements for my placement. I also understand that I must select a grading method. My choice for a grade is:

- Letter  
 Credit

Student Learner initials

**Responsibilities for Employers & School District:**

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in school where curriculum is followed and students are under the continued and direct supervision of representatives of the school or business.
- The training is for the benefit of the student.
- The training does not displace regular employees, but work under their close observation.
- The employer who provides the training derives no immediate advantage from the activities of the trainee or students; and on occasion operations may be actually be impeded.
- The trainee or student is not necessarily entitled to a job at the conclusion of the training period.
- The district certificated coordinator is required to make at least one on-site visit, every nine weeks, to the employer.
- Students are expected to be scheduled to work during any release hours from school.

**Evaluation Criteria**

As part of the «EXP\_Type» Programs, this student will be evaluated in the following areas:

- **Accuracy of Work**
- **Speed**
- **Use of working time**
- **The handling of responsibility**
- **Initiative and Enthusiasm**
- **Attendance**
- **Attitude to fellow workers**
- **Attitude to Supervisors**
- **Personal Appearance**
- **Attitude to safety/confidentiality**
- **Improvement of job**
- **Handling of equipment / property**

**Career Pathway**

«Career\_Pathway»

**NOTICE OF DISCRIMINATION:** The Capstone WBL & School-To-Work Based Education Programs of «Placement\_SCH» affirm their commitment to carry out its Civil Rights obligation to eliminate discrimination and denial of services on the basis of race, color, religion, national origin of ancestry, age, gender, height, weight, marital status or disability in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: «DCont», «DAddress», «DCity», MI «DPost»

**Workplace Goals**

Career Exploration	«CE»	«WE1»	Work Ethics
Workplace Skills	«WS1»	«ES»	Employability Skills

**Student Academic Progress – Counselor Section**

Is the student on track for graduation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student's attendance acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the placement related to the student's career goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student's EDP on file and attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Counselor: \_\_\_\_\_

\* Denotes optional information.

**Note:** School districts may adapt these forms to meet their specific needs or requirements and to satisfy local Pupil Accounting requirements.

«TWebsite»

«Last\_Name»  
«UIC\_Code»

«Placement\_SCH»  
«Campus\_Address» • «Campus\_City», MI «Campus\_Zip»  
V: «Campus\_V» • F: «Campus\_F»

«SCHYr»

## «EXP\_Type» Training Plan

Student Information	
First Name:	«First_Name»
Last Name:	«Last_Name»
Street:	«St_Address»
City:	«St_City»
Zip Code:	«S_Zip»
Telephone:	«Home_Tele»
Cell Phone:	«St_Cell»
Date of Birth:	«Birth_Date»
Age:	«Age»
School ID:	«UIC_Code»
Grade:	«Grd»
School:	«Home_SCH»
Student Career Goal:	«Cr_Goal»

Type of Placement
Experience Type: «EXP_Type»
Employment Type: «EmpType»
Related Course: «Related_Class»
CTE Instructor Signature: _____ «Instr»
PSN Number: «Prog_SN»
CIP Code: «CIP_Code»
Student EDP is verified and attached (See accompanying pages)
Print Date: «Print_Date»

### Performance Elements (Specific Job Skills to be Learned)

The tasks listed below are for an unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning and need to be listed for each 45 hours of placement

Hours	Task
«D1»	«Tsk_1»
«D2»	«Tsk_2»
«D3»	«Tsk_3»
«D4»	«Tsk_4»
«D5»	«Tsk_5»
«D6»	«Tsk_6»

The tasks listed below are for non-CTE or state-approved CTE programs, the training plan must be developed from the related OCTP performance elements as posted on the following link: [www.michigan.gov/mdcd/0,1607,7-122-1680\\_2629\\_2733-145785--,00.html](http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2733-145785--,00.html)

1. «Task\_1» «GenEd\_T1»
2. «Task\_2» «GenEd\_T2»
3. «Task\_3» «GenEd\_T3»
4. «Task\_4» «GenEd\_T4»
5. «Task\_5» «GenEd\_T5»
6. «Task\_6» «GenEd\_T6»
7. «Task\_7» «GenEd\_T7»
8. «Task\_8» «GenEd\_T8»
9. «Task\_9» «GenEd\_T9»
10. «Task\_10» «GenEd\_T10»

«Home\_SCH»  
Tentative 4-Year Plan

Name: «First Name» «Last Name»

Student Number: «UIC Code»

Date: «Print Date»

**Graduation Requirements**

(Each semester = ½ credit)

English	4 credits	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Math	4 credits	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Science	3 credits	[ ] [ ] [ ] [ ] [ ] [ ]
Social Studies	3 credits	[ ] [ ] [ ] [ ] [ ] [ ]
Physical Ed	1 credit	[ ] [ ]
Arts	1 credit	[ ] [ ]
Electives	5 credits	
<hr/>		
21 credits		of 24 credits (Total)

**Career Goal:**

«Cr\_Goal»

**DAT Career Interest:**

**Career Pathway:**

«Career\_Pathway»

**Postsecondary Plans:**

**Testing:**

Ninth: DAT

Tenth: PLAN\*, PSAT\*, ASVAB\*, MEAP\*

Eleventh: MME, PSAT\*, ACT\*, SAT\*, ASVAB\*

Twelfth: Any retakes desired

*\*Optional test – See testing guide*

Grade	FIRST SEMESTER	SECOND SEMESTER
<b>Ninth Grade</b>	1. English	1. English
	2. Math	2. Math
	3. Chemistry/Physics	3. Chemistry/Physics
	4. World History/Geography	4. World History/Geography
	5. Healthy Lifestyles (PE)	5.
	6.	6.
<b>Tenth Grade</b>	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
	1. English	1. English
	2. Math	2. Math
	3. Biology	3. Biology
	4. US History/Geography	4. US History/Geography
	5.	5.
<b>Eleventh Grade</b>	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
	1. English	1. English
	2. Math	2. Math
	3. Chemistry/Physics	3. Chemistry/Physics
	4.	4.
	5.	5.
<b>Twelfth Grade</b>	<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
	1. English	1. English
	2. Math	2. Math
	3. Government	3. Economics
	4.	4.
	5.	5.
	6.	6.

This plan is made to help students plan their high school program. It is a guide and can be changed at any time. Students must still sign up for classes each spring.

**Revised Plan**

Date: 15 January 2013  
To:  
From: «Coordinator»

---

**RE: Counselor Notification of «EXP\_Type» Program Request & Schedule Change**

---

Please accept this request for a schedule change to meet «First\_Name» «Last\_Name»'s desire to participate in the «EXP\_Type» program. Listed below is all the pertinent information that you will need when you meet with them to adjust their schedule and process this request.

Student Name: «First\_Name» «Last\_Name»

Student Number: «UIC\_Code»

Program Placement: «EXP\_Type» Program

Related Program/Class: «Related\_Class»

Hours of experience: «Asgmt\_HRs»

Experience  
Start date: «Start\_Date»

Experience  
Completion date: «Ending\_Date»

Deliver  
to your  
Counselor

Thank you for assisting with this student's request, both the student and I appreciate it!

**Important:**

**Please deliver this form to the Counseling Office  
to record your schedule changes**

This page has been  
left intentionally blank.

**Important Dated Information**  
**- Immediate Attention Requested -**  
**Please read carefully & complete required tasks**

«First\_Name»,

Related Course: «**Related\_Class**»

Included with this document is your Training Agreement/Plan for the «EXP\_Type» program you are enrolling in. Along with securing a number of signatures on this agreement/plan, you have several additional tasks that require your immediate attention. Identified below are the tasks that you are required to complete within the next forty-eight (48) hours.

- Review the information on the Training Agreement/Plan to verify its accuracy.
- Secure the following signatures on that Training Agreement/Plan
  - A. Your signature (Student Learner – *Page One*)
  - B. A parent or guardian signature (Parent /Guardian – *Page One*)
  - C. Your employer’s signature (Employer/Supervisor – *Page One*)
  - D. Counselor signature (Counselor – *Page Two*)
- You will also need to initial and date that you have had safety training and that you have read and understand the rules and responsibilities of the program. These are located on the bottom of page one and one-third down on page two.
- Return the signed Training Agreement/Plan to the Career Prep Coordinator within forty-eight (48) hours from the print date («Print\_Date»).**
- Visit my website at [«TWebsite»](#) Click on the **STUDENT** button in the left margin, select the **Program Registration**, then read and complete the registration page within forty-eight (48) hours from the print date («Print\_Date»). *You are required to supply a working email address<sup>1</sup> while completing these online assignments and selecting your grading method (Letter grade or Credit), please be prepared to do so.*
- Review the course policies on the reverse side of this page (*also located on the web*).

---

<sup>1</sup> You may secure an email address from a number of providers if you haven't one (ie: yahoo.com, hotmail.com, gmail.com, etc)

## «EXP\_Type» Course & Grading Policies

### Grading Policy

The grade you receive for the «EXP\_Type» program will be based on an evaluation completed by your employer or direct supervisor. This evaluation is based on twelve (12) characteristics with five (5) selections for each characteristic (*See table below*) and the completion of required hour reports (*See Homework Policy*) to the Career Prep Coordinator. Your employer can also supply a written comment.

Evaluation Criteria		
As part of the «EXP_Type» Program, this student will be evaluated in the following areas:		
<ul style="list-style-type: none"><li>• <b>Accuracy of Work</b></li><li>• <b>Speed</b></li><li>• <b>Use of working time</b></li><li>• <b>The handling of responsibility</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Initiative and Enthusiasm</b></li><li>• <b>Attendance</b></li><li>• <b>Attitude to fellow workers</b></li><li>• <b>Attitude to Supervisors</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Personal Appearance</b></li><li>• <b>Attitude to safety/confidentiality</b></li><li>• <b>Improvement of job</b></li><li>• <b>Handling of equipment / property</b></li></ul>

The grade computed from your employer recommendations will be the grade you will receive, unless you chose to receive credit (CR) rather than a letter grade. If the letter grade /credit method hasn't been selected by you, a letter grade will be computed from the selections made under each characteristic by your employer and recorded using that method.

Your «EXP\_Type» placement is also related to a CTE (Career-Tech Education) or other academic course. Should you fail that related course, you will also fail the «EXP\_Type» placement.

### Homework Policy

You will have one weekly homework assignment to complete each week. That assignment will be the recording of your work hours on a log sheet and supplying a brief synopsis of the tasks you completed that week. Once the hour report sheet has been completed, it must be signed by your employer and returned to the Career Prep Coordinator. These hour sheets must be printed from the internet at my website. Select your program and select the **Hour Reporting** button to gain access to these sheets. ***Failure to complete any or all of these sheets will result in a failing grade for the placement.***

### Late Work Policy

The failure to complete any or all of the required weekly hour reports will result in a failing grade for the placement. To assist you in completing these reports on time, you will receive emails with the deadlines and reports of the hours recorded or you can visit my website and check or download a calendar of Career Prep events.

### Attendance Policy

As you will not be meeting with me as you do for other classes, you are will not be subject to the same attendance policy. However, you are expected to be at your work site when scheduled. If you are being released from school, you are expected to be at your scheduled work site. If you are not scheduled to work and are being released from school, you should be at home completing homework for other courses of study. You are not to be on school property during your release time.

If you are ill or unable to meet your employer's schedule, you are required to notify them as soon as possible to report your absence. Excessive absences will result in a review of your placement and your possible removal from the «EXP\_Type» placement.

### Contact Information

My door is always open to you. Please feel free to visit me in my office whenever you have questions or to contact me via the telephone («Campus\_V»), by email [«TEmail»](#) or visit my website.

«TWebsite»





## Employer Safety Visitation Record

---

	Have you had a visit from a MIOSHA inspector in the past five years?	«SV1»
	Was the company cited for any MIOSHA violations?	«SV2»
Notes:		
	Did the company provide you with their most recent MIOSHA Log 200?	«SV3»
	Were you provided with the company's Safety Manual?	«SV4»
	Were you given access to the companies written health programs?	«SV5»
	Were you able to see the company's rules on safe work practices?	«SV6»
	Did you observe MIOSHA safety and health related posters?	«SV7»
	Did you observe the company's commitment to good housekeeping, lighting, etc?	«SV8»
	Was the company's workplace free from smoke, odors, dust, etc?	«SV9»
	Were the noise levels in the company's workplace low enough to allow conversation within a reasonable distance from the machinery?	«SV10»
	Were safety guards and machines properly equipped with safety devices to promote worker safety?	«SV11»
	Did you see lockable disconnects for machines and circuit breakers?	«SV12»
	Were the employees provided with and properly using personal protection devices / equipment?	«SV13»
	Were the employees knowledgeable and comfortable with their work environment?	«SV14»
	Did the company's management team exhibit pride in their facility and operations?	«SV15»

**«Placement\_SCH»**

«Campus\_Address» • «Campus\_City», MI «Campus\_Zip»  
V: «Campus\_V» • F: «Campus\_F»

---

15 January 2013

«Parents»  
«First\_Name» «Last\_Name»  
«St\_Address»  
«St\_City», MI «S\_Zip»

«Parents» & «First\_Name»,  
I would like to introduce myself and welcome «First\_Name» to the **TERM** «EXP\_Type» Program. My name is «Coordinator» and I'm the Career Prep Coordinator for «Home\_SCH». If this is «First\_Name»'s first exposure to the «EXP\_Type» program, I hope that «GndrB» will find it enjoyable and rewarding.

By enrolling in one of the Career - Technical courses or other qualifying course («Related\_Class»), «First\_Name» is eligible to earn credit towards graduation for work experience. For each hour «GndrB» is enrolled in the program, «First\_Name» will earn one-half credit towards graduation. This credit will be awarded to you at the completion of the semester. I hope that you and «First\_Name» will find this experience very valuable by reinforcing the skills taught in the related course.

This «EXP\_Type» program placement is considered a course and all courses do have requirements just as this one does. For «First\_Name», the majority of those requirements will be to «Gndr» employer. «First\_Name» is expected to be at work, at the scheduled time and performing the tasks assigned by «Gndr» supervisor. By doing so, your employer will evaluate you and provide me with a grade for your experience. The one major task that «First\_Name» will have to complete for me is the hour reports. These reports must be completed! Failure to complete these hour sheets will result in a failing grade. To complete these hour reports, you will need to access a computer connected to the internet. If you do not have access to a home computer with internet access, you may visit the local library, use a school computer or perhaps your employer has one you may use. To complete the hour sheets, visit [«TWebsite»](#), using the buttons in the left margin, click on the **Student** button to be redirected to the Student Information page, at this point select the **Hour Reporting Forms** button to be redirected to the hour reporting forms. Click on the required sheet you need and it will open using Acrobat Reader. You may then print the sheet or save it to your hard drive to be completed with your word processing program.



This information has to be recorded and will be reviewed by a State of Michigan auditor to meet program compliance. For that reason, you must be certain to complete this task by the specified due dates.

Parents, you will receive a copy of the Training Agreement and other related documents at Parent – Teacher conferences or by mail, should you choose not to attend. This agreement is a contract between all parties to provide specific services. The student will provide labor in exchange for training and an hourly wage, while the coordinator will assist in coordinating the placement and assisting with any problems that may arise.

E-mail will prove the best way for us to communicate, for that reason, I require that your child get an email address if they haven't one already, you may also wish to get one, if you don't already have one. You can get these free from places like [www.hotmail.com](http://www.hotmail.com), [www.yahoo.com](http://www.yahoo.com), [www.netscape.net](http://www.netscape.net), etc. Parents, if you would like to be included in email reminders to your child, please visit the following web link and submit your email address to me (<http://www.rpmoll.com/Parents/Prnt.htm>) Once I receive this, I will try to keep you updated with brief memos during the course of the semester.

Should you have any questions, please feel free to e-mail me or call me. You will find that the e-mail process will work the best. My e-mail address is: [«TEmail»](mailto:TEmail) and my telephone number is: «Campus\_V».

Have a great school year!

Respectfully,

«Coordinator»  
Career Prep Coordinator

Enclosure



## Important Information - Immediate Attention Requested -

«Parents»,

Today, «Print\_Date», «First\_Name» received several materials which need «Gndr» immediate attention. Perhaps you can help me see that these get completed as quickly as possible. Along with these materials were the program policies and responsibilities.

The assignments that need «First\_Name»'s immediate attention are:

- View a brief safety DVD. This DVD explains basic safety concerns that every employee should be aware of and adhere to at their workplace.
- Secure the following signatures; *Employer, Parent/guardian, their school counselor, and their own* on their Training Agreement.
- Submit a change of schedule request to «Gndr» counselor.
- Supply an active email address to me (*complete this online*).
- Complete the online registration form found at my website: **«TWebsite»**

These items need to be completed prior to the start of their placement or within 48 hours from «Print\_Date». Failure to complete these assignments may jeopardize «First\_Name»'s placement and successful completion of the program.

As mentioned earlier, I have a very extensive website that contains all the necessary materials, dates and information needed to be successful in this program. It is the student's responsibility to check this page for important information or to download hour reporting sheets. It is not necessary to have a internet connected computer at home to access this as «First\_Name» is able to use a school computer before or after school, during lunch or use any internet connected computer anywhere (ie: public library, etc.). This website may also contain information that you may find useful and I welcome you to visit it. Also enclosed is a school calendar which highlights dates specific to the Capstone WBL (Co-op) and Work Study programs.

Please feel free to contact me at any time!

# 2012-13 Career Preparation School Calendar

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Important Career Preparation Dates:

### October

5: HR Report Sheet One (1) Due

### November

2: HR Report Sheet Two (2) Due

30: HR Report Sheet Three (3) Due

### January

5: HR Report Sheet Four (4) Due

26: HR Report Sheet Five (5) Due

### March

1: HR Report Sheet Six (6) Due

7 – 10: Career Showcase ([www.careershowcase.org](http://www.careershowcase.org))

29: HR Report Sheet Seven (7) Due

### April

26: HR Report Sheet Eight (8) Due

### May

24: HR Report Sheet Nine (9) Due

### June

6: HR Report Sheet Ten (10) Due

### Notes:

- Be sure to notify your employer/supervisor if you are unable to meet your schedule requirements
- If you are scheduled to work on an inclement weather day, you are expected to be at your work site as scheduled
- On days that there is "No School", you can work an additional six (6) hours that day above your weekly allotment
- If your employment status should change for any reason, you must notify the Career Prep Coordinator immediately
- Weekdays highlighted in gray on the calendar above represent days that school will be closed (all day or a portion of the day)
- **Boldface** and boxed in dates are important Career Prep dates

«TWebsite»