

Name \_\_\_\_\_



## STUDENT Paperwork Checklist

**You MAY NOT receive your pass to leave campus until all documents have been completed and submitted!**

Document	Date Received	Coordinator Initials	Points
Work-Based Learning Application that includes parent/guardian consent			_____/20
Safety and Training Agreement			_____/20
Student Contract: Off-Campus or On-Campus			_____/10
2 - Completed Teacher Recommendations			_____/20
Verification of age (Birth Certificate or Driver's License) - upload picture in e-class			_____/10
Join Remind - Discovery WBL@workbase24			_____/10
Printed Copy of Student Grad. Profile - <b>DONE BY COODINATOR</b>			_____/10
Job Site Information Sheet - printed from computer. *INCLUDES 10 Job Tasks printed from computer			_____/100 (Graded individually)

**Notes:** Please be aware that there is a required Initial Orientation that must be completed before you leave campus. There are also required monthly meetings that will be announced during the initial orientation. These meetings are considered graded assignments.

**Student Sign Date** \_\_\_\_\_



## APPLICATION TO GWINNETT COUNTY PUBLIC SCHOOLS WORK-BASED LEARNING PROGRAM

### Part 1: Student Application

Date:		Student First and Last Name:	
Student I.D #:		Date of Birth:	
Address:		City:	Zip Code:
High School:		Current Grade:	Graduation Year:
Parent's/Student's E-mail:			Home Number:
Mother/Legal Guardian Name:		Daytime Telephone:	
Father/Legal Guardian Name:		Daytime Telephone:	
Parent/Guardian Cell #:		Student's Cell #:	
Have you decided upon a career? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what career?			
Current Place of Employment:		Phone Number:	
Address:		City:	
Supervisor's First Name:		Last Name:	
Is your current job in a career field you wish to pursue? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to keep this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what type of job placements are you interested in? Your job must be program related and must be approved by the coordinator.			
1 <sup>st</sup> choice:		2 <sup>nd</sup> choice:	
<b>List any previous work experience:</b>			
<b>Company Name:</b>	<b>Dates Worked:</b>	<b>Primary Duties</b>	
Do you currently have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how do you plan to get to work?			
<b>Outline your plans for post-secondary education or training:</b>			
Where do you plan to go to college or be trained?			
What will be your major concentration of study?			
List any courses or training you have completed which will aid in evaluating your qualifications for a <b>Gwinnett County Public School's Work-Based Learning Program</b> . For example, if you are pursuing a career in the medical field, which science courses have you taken? If you are pursuing a career in a business field, which business courses have you taken? To be considered for apprenticeship, you must have 2 semesters (.10 credit hours) of related coursework.			

Turn in two recommendations from a teacher, a counselor, or a school administrator with this application. If you are applying for apprenticeship, attach a paragraph to your application stating why you want to be in a work-based learning program.

### **I understand that**

- enrollment in a Gwinnett County Public School's work-based learning program is limited and that making application for enrollment does not mean that I will automatically be accepted;
- an interview with a work-based learning coordinator will be a part of the application process to determine a match between my career goals and my current and previous academic classes;
- once accepted, I must complete all required forms one of which includes acceptance of my responsibilities under the program guidelines;
- my grades, discipline record, and attendance record may be checked by the coordinator prior to acceptance into the program;
- if, after the semester begins and the student has to finalize his/her schedule and the student still has not become employed, he or she will be required to request a schedule change and will be enrolled in regular classes with a regular class schedule. (Check with your teacher to find out what your school's grace period is for schedule changes);
- students may be required by their employer to work holidays, weekends and/or Spring Break;
- if a period of unemployment occurs within or at the end of a semester, the student will be placed under coordinator or administrator supervision for the work release periods and may not leave campus without permission of the coordinator or administrator;
- In the event the student loses his/her driver's license, other transportation will be the responsibility of the student and/or family. Continuation of work is necessary to complete the required number of hours for credit.
- Students who complete the required hours for the course prior to the end of the semester will not be allowed to leave their job, because work credit is based on continuous employment until the end of the school term.
- Students must leave campus when regular classroom instruction is complete each day.

Confidentiality in all jobs is a must. Your employer takes confidentiality very seriously and may require you to sign a confidentiality agreement. Prior to taking photographs or using any forms, reports, etc. as samples for your portfolio, you must obtain permission in advance from your employer. **Any breach of confidentiality required by your employer or any other offense that results in your termination will, in turn, result in the loss of your work-based learning credit.**

The student is required to check with their local school to determine the minimum number of hours required in this program. By signing below, the student and Parent/Guardian acknowledge understanding of the above and agree that this student is permitted to apply to Gwinnett's County Public School work-based learning program. If the student is accepted, he/she will abide by all requirements of the program.



## Part 2 ~ Parent/Guardian Consent

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**Work Based Learning Early Release Consent:** I understand that my child named above is enrolled in the work-based learning program at the school listed above and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day. I assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job.

**Transportation Consent:** (School-provided transportation is not available to work sites.) I hereby give my son/daughter/ward permission to drive to their designated work site. I expressly release the work-based learning program work site, local school and the Gwinnett County Public Schools and any agents of the employer or the school system from any liability that may result from my son/daughter/ward's use of his/her individual transportation. My child is covered by automobile insurance as follows:

**Field Trip/Class Projects:** Permission is granted for my son/daughter/ward to participate in field trips and class projects during the session(s) he/she attends Gwinnett County Public Schools. Transportation may be provided by the school system. In addition, another form requiring signature may be required by the local school designating the destination and purpose of the field trip along with the departure and return date information.

**Photo/Media Release:** I hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me or my minor child by Gwinnett County Public Schools or their designee. I understand that any photographs, audio recordings, and/or video recordings become the property of the local school/district/designee and may be used by the school, district, or others with the consent, for educational, instructional, or promotional purposes determined by the district in broadcast and media formats now existing or to be created in the future.

**Student Record Release:** I authorize the Gwinnett County Public School System to release my son/daughter/ward's academic and attendance records to any potential employer and I agree that the Gwinnett County Public Schools and its agents will be absolved of any responsibility in connection with such release. This authorization can be cancelled at any time by written notice to the Work-Based Learning Coordinator. I acknowledge that my child's grades is visible on the Parent Portal.

**Background check:** If required for employment, I authorize a prospective work-based learning employer to conduct a background check including criminal history, employment history and education history as a condition of my son's, daughter's or ward's employment.

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### Health/Medical:

**Treatment Consent:** I hereby authorize the school or the work-based learning coordinator or work-site mentor to secure emergency medical treatment. I will assume all financial responsibility.

**Insurance:** Student is  or is not  covered by medical insurance.

Some employers require prospective employees to participate in drug screening procedures. In such cases, this procedure becomes a condition of participation/employment. I hereby consent to required drug screening of my child or ward as a condition of employment and subsequent drug screens as dictated by the company's drug policy.

Some employers may require a physical examination and/or tetanus or tuberculosis vaccination. I consent to a company required physical examination and/or company required vaccinations as a condition of my son's, daughter's or ward's employment.

**HAVING READ WITH UNDERSTANDING THE ABOVE, I HEREBY GIVE MY CONSENT TO THE ENROLLMENT OF MY SON/DAUGHTER/WARD IN A WORK-BASED LEARNING PROGRAM**



## Part 3 ~ Student Age Verification

- A. My date of birth is \_\_\_\_\_
- B. I am or will be at least 16 years of age as of September 1st of the current school year, therefore, I am not required to obtain a work permit.
- C. **IF YOU WILL NOT BE 16 YEARS OF AGE BY SEPTEMBER 1st OF THIS SCHOOL YEAR, YOU MUST OBTAIN A WORK PERMIT:**
1. In order for a work permit to be signed by a designated school official, the following information must be provided on the work permit form obtained from the school's main office.
  2. Information from the Minor's Birth Certificate - - this section should be completed by the student's parent or guardian
  3. You cannot obtain a work permit until the employer section is completed.
  4. Employment Information - - this section must be completed by the employer and not by you. Also, it is mandatory that the employer's signature and title appear on the permit before it can be signed by a school official.
  5. Once the above information has been completed, the work permit form should be carried to the school to be signed. Some form of **proof of age** must be presented to the designated school official. **A driver's license or birth certificate** is acceptable for proof of age. The school official will complete the work permit form and return the white copy of the form and a work permit card to you. Give the white copy of the work permit form to your employer. **Make a copy of this form and your card and turn this copy into your coordinator to be kept on file.** Keep the work permit card. Once you reach 16 years of age, you will not need a work permit.

By submitting forms, you agree to follow all of the policy and procedures for the Work-Based Learning program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



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**The Office of Internal Resolution**

**437 Old Peachtree Road, NW, Suwanee, Georgia 30024**

*School Use Only ~ Do Not Write Below This Line*

**Apprenticeship**

**Co-op**

**Internship**

*Approved*

*Hold*

*Recommend another program:*



## GWINNETT COUNTY PUBLIC SCHOOLS WORK-BASED LEARNING PROGRAM SAFETY AND TRAINING AGREEMENT



**Student Name:** \_\_\_\_\_ **School** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Work Site Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**Please print this form after the top portion is completed, read it, and sign below.**

### **The Student-Learner Agrees:**

1. **To be 16 years of age and possess documentation required to work in the United States required by the employer. Social Security number will be required for payroll purposes by the employer.**
2. The student must be 16 years of age by September 1<sup>st</sup> and provide proof of age documentation.
3. To assume the responsibility for finding a job; the coordinator may assist with job leads but cannot promise a job to a student or demand one from an employer.
4. To provide transportation to and from work.
5. To attend school and work regularly and not go to work when absent from school unless previously discussed with the coordinator. Student may be required to sign out with the coordinator each day and if so, failure to do so will affect the student's grade.
6. To attend meetings with the coordinator, scheduled in advance, or deductions will be made to the final grade.
7. To discuss unpleasant job situations, including harassment, with the coordinator and with the supervisor-- not with anyone else.
8. To represent the school and employer by showing honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment or requires disciplinary action at school due to negligence or misconduct, proved by school investigation, the student may be dropped from the program and may lose school credit.
9. To work the average number of hours required by your work-based learning program. Hours for your program are based on credit and periods enrolled. However, your employer may require you, within reason, to work more than your course credit required hours and may schedule you during school breaks and holidays. Your schedule is determined by the employer and meets all child labor standards.
10. To provide a typed two-week notice when terminating a job unless the employer gives special permission to do otherwise.
11. To make job changes only with the prior approval of the coordinator. The coordinator reserves the right to change the student's job if necessary.
12. To refrain from socializing with or telephoning friends and family while on the job. Students are not to use work time to study (unless the employer gives permission after work is complete), and may not use the company's computer for non-work related activity.
13. To be evaluated by the coordinator and the employer as needed. (Employer evaluations are done three times per semester).
14. To be aware that part-time, work-based learning students are not eligible to receive unemployment compensation.

15. To submit to the coordinator a Monthly Work Record showing total hours worked and salary earned **supported by pay stubs.**
16. To actively participate in the local chapter of the co-curricular organization supported by your work-based learning program.
17. To take part in any Employer Appreciation Activity sponsored by your work-based learning coordinator
18. To complete promptly all necessary reports.
19. To leave campus immediately after his/her classes on campus are over and not return without approval of the coordinator.
20. To allow the release of student records regarding grades, attendance, and discipline for the purpose of employment.
21. To call the employer and coordinator by 10:00 a.m. on day of absence if absence has not been previously arranged.
22. To remain at school the entire school day if assigned to In-School Suspension (ISS).
23. To understand that if suspended from school, the hours worked after school during a suspension will not count toward the hours required for work credit.
23. To report to the coordinator during the scheduled work periods if temporarily unemployed and remain under the supervision of the coordinator or designee until the end of the regular school day.
24. That as an apprenticeship student upon high school graduation, he/she will complete an annual survey sent out by the work-based learning coordinator to document continued progress toward meeting the requirements of becoming a completer of the apprenticeship program.

### **The Parents/Guardians of the Student-Learner Agree:**

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquiries concerning the student-learner's training, wages, or working conditions through the coordinator rather than directly to the employer. It is imperative that any problem the student is having should be discussed with the coordinator and not the employer.
4. To understand that the student-learner must attend school and work regularly and not go to work without going to school, nor go to school without going to work unless previously discussed with the coordinator.
5. To offer assistance to the coordinator, serve as a resource person, or help in other ways that could benefit the school and the students.
6. To allow the release of student records regarding grades, attendance and discipline for the purpose of employment.
7. To assume responsibility for adequate insurance, including but not limited to, health and automobile coverage.
8. To make sure the student has transportation to and from work that does not interfere with the student getting to work when scheduled.

9. To understand, that when my child is temporarily unemployed, (s)he must report to the coordinator during the scheduled periods and that (s)he is under the supervision of the coordinator or designee until the end of the regular school day.
10. I have read the requirements for my son/daughter/ward's participation in a Gwinnett County Public School Work-based learning program. I understand the commitment to class and work, and I will support him/her in that commitment. I understand that he/she must adhere to these guidelines and complete the training outlined in the documentation to remain in the program.

### **The Employer Agrees:**

1. To provide a variety of skilled work experiences for the student-learner that contribute to the attainment of his/her career objective.
2. To assist the student in the development of his/her training plan.
3. To employ the student-learner for at least the minimum number of hours per week.
4. To provide a progressive wage scale established by the employer if student is in a paid work-based learning category.
5. To adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay.
6. To provide instructional materials and occupational guidance for the students by providing a work-site mentor.
7. To assist in the evaluation of the student-learner.
8. To adhere to all Federal and State regulations including child labor laws, minimum wage regulations, worker's compensation insurance and work permits. Student unemployment insurance is not mandatory for part-time students.
- 9. To adhere to income tax and social security withholding regulations. Students will receive a W-2 or a 1099 for taxable earnings.**
10. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the coordinator any difficulties that may arise.
11. To inform the coordinator before or immediately following the dismissal of the student-learner.
12. To adhere to all Federal and State regulations regarding the hiring and employment of apprenticeship students including non-United States citizens.
13. The student has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown and/or demonstrated to the student and that, in case of emergency, the student has been given instructions on what to do to resolve the emergency situation. The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all safety rules and regulations of the current employer.
14. The employer also certifies that he/she has received a copy of the Employer Handbook for students in Gwinnett County Public Schools Work-Based Learning Program.



## The Coordinator Agrees:

1. To provide instruction on requirements for successful completion of the Work-Based Learning program.
2. To conduct supervisory visits to the student's place of employment; to telephone or conference as needed with the student, employer, or parents.
3. To render assistance with training problems of the student-learner. The coordinator has the authority to immediately remove the student from the job.
4. To assist in the evaluation of the student-learner.
5. To keep accurate records pertinent to the student and the school.
6. To relate any job leads appropriate to the skill level of the student seeking employment. Coordinator does not guarantee the student a job.

**I have read, understand and agree to carry out the responsibilities delegated to me per the above.**

<b>Student Signature Date</b>
<b>Parent/Guardian Signature Date</b>
<b>Employer Signature Date</b>
<b>Coordinator Signature Date</b>

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***The Office of Internal Resolution***

***437 Old Peachtree Road, NW, Suwanee, Georgia 30024***



Work-Based Learning, Gwinnett



# ADMINISTRATOR/TEACHER/COUNSELOR RECOMMENDATION FORM

**Directions:** Type your name and grade, print out this sheet and share or email it to an Administrator, Teacher or Counselor. Ask them to complete the form and return it or email it to your coordinator.

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

**Grade:** \_\_\_\_\_

Administrator, Counselor, or Teacher's Name \_\_\_\_\_

We are asking you to recommend the above-named student for a Work-Based Learning Program

**Based on the following:**

- Students are required to work in the community and are released early from school to go to their job.
- Students receive elective credit for this program.
- When recommending a student for work-based learning, keep in mind that they must be good representatives of the school, be regular in attendance, and be academically sound in order to meet graduation requirements without difficulty.
- The student must be well organized and self-motivated to be successful in completing requirements for school and for their employer.
- They must be able to manage a very busy and demanding schedule while maintaining a positive attitude.

The following checklist is provided for those who know the student well enough to give an accurate assessment. I hope that it will provide a convenient method to describe the applicant in summary fashion. Your comments will be confidential. Please complete and return to the Work-Based Learning Coordinator at your school.

	No Basis for Judgment			Below Average			Average			Above Average			Excellent – Top 10%		
Responsibility															
Attitude															
Personal Initiative/Effort															
Leadership															
Attendance															
Punctuality															
Interaction with Others															
Personal Character															
Communication Skills															
Overall Work Ethic															

Comments: \_\_\_\_\_

Would you recommend this student for a work-based learning program? \_\_\_\_\_

Yes  No

Administrator, Teacher or Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_



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	No Basis for Judgment			Below Average			Average			Above Average			Excellent – Top 10%		
<b>Responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitude</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Initiative/Effort</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interaction with Others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Character</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Work Ethic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

Would you recommend this student for a work-based learning program?      \_\_\_ Yes       \_\_\_ No

Administrator, Teacher or Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_



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