

2021-22 RHS Work-Based Learning Education / Work-Based Learning Checklist

PRINT items 01-11 for student use and reference. Students need to fulfill, compile and submit all paperwork requirements in the boxed areas by the **1st week** of school in order to obtain the WBL position. Students need to turn in completed paperwork to their pathway CTE teacher.

- 01 [WORK BASED LEARNING EDUCATION HANDBOOK AND SIGNATURE FORM](#) (To be reviewed by student and parent. Student to turn signed last page of handbook.)
- 02 [WORK BASED LEARNING STUDENT INFORMATION SHEET](#) (To be filled out by student and parent.)
- 03 [WORK BASED LEARNING EMPLOYER INFORMATION SHEET](#) (To be filled out by student and employer.)
- 04 [WORK BASED LEARNING TRAINING AGREEMENT](#) (To be filled out partially by student and employer then completed by supervising teacher and CTE Coordinator.)
 - Proof of Workman’s Compensation Insurance – copy of declarations page (student to get from employer)
 - Proof of liability Insurance – copy of declarations page (student to get from employer)
- 05 [WORK BASED LEARNING SAFETY BROCHURE FROM STATE SITE 2021-22](#) and [POWERPOINT](#) (To be reviewed by student)
- 06 [WORK BASED LEARNING SAFETY GLASSES ASSURANCE FORM](#) (To be filled out by student and employer)
- 07 [NONDISCRIMINATION ASSURANCE FORM](#) (To be filled out by employer, student bring in.)
- 08 [WORK BASED LEARNING CONTRACT 2021-22](#) (To be filled out by student and parent)
- 09 [WORK BASED LEARNING TRAINING PLAN AND JOB DESCRIPTION](#) (To be completed by supervising teacher, then signed by student and employer)
- EDP from Xello- [Directions on how to do in Xello.](#) (Student to do and print and return with paperwork)
- Recommendation letter (or email) from (2) teachers: Students may send the simple [letter template](#) to their teacher when requesting. *Student to print off copy of letters from teacher to be included with this paperwork.*
- Map to work location from RHS (Student to do and print off)
- Student Picture (Student to provide)
- 10 [WORK BASED LEARNING WEEKLY TIMESHEET 2021-22](#) (Student to fill out weekly and turn into supervising teacher)
- 11 [WORK BASED LEARNING SEMESTER EVALUATION FORM](#) (To be filled out by employer and sent to supervising teacher each semester)

For Teacher/Admin Use Only

- 12 [WORK BASED LEARNING 2021-22 WEEKLY TIMESHEET DATES](#) (For teacher reference only)
- 13 [WORK BASED LEARNING STUDENT LIST 2021-22](#) (For teacher reference only)
- 14 [SAFETY CHECKLIST FOR INSPECTING THE WORKPLACE](#) (For teacher use at company visit)