

# Work-Based Learning (CTE and Peer Tutor) Intent to Participate Form

## ***About Work-Based Learning***

Work-Based Learning (WBL) for high school credit is a capstone experience for students that provides students with the opportunity to apply knowledge and skills learned in General Education (Peer Tutor) and Career & Technical Education (CTE) coursework in a work place setting. Students can earn a maximum of two WBL credits (including summer) each year.

## ***CTE Work-Based Learning Participation Requirements***

- Must be 16 years old and able to transport themselves to their placement.
- Completion of 2-4 credits in a CTE Program of Study (POS),
- Minimum 2.75 GPA,
- 10 or fewer absences in a year with no more than 3 unexcused absences.
- No more than 3 unexcused tardies in a year.
- No Out-of-School Suspension referrals.
- No more than 2 In-School Suspension referrals.
- Completion of the WBL Intent To Participate Form on file, **and**
- Recommendation from current/former CTE teacher and Counselor

## ***Peer Tutoring/In-House Work-Based Learning Participation Requirements***

- Must be a junior or senior
- Minimum 3.5 GPA,
- 10 or fewer absences in a year with no more than 1 unexcused absences.
- No more than 2 unexcused tardies in a year.
- No Out-of-School Suspension referrals.
- No more than 1 In-School Suspension referrals.
- Completion of the WBL Intent To Participate Form on file, **and**
- Recommendation from current/former teacher and Counselor

## ***Work-Based Learning Intent to Participate Submission and Review Process***

1. **Talk to your counselor** to determine if you meet the requirements to participate in Work-Based Learning. This conversation should begin no later than registration for your senior year.
2. **Complete and sign your Intent to Participate Form** and make sure you have your parent/guardian's signature.
3. **Obtain a recommendation from your teacher in the subject related to your WBL experience.** The teacher may consider the following before recommending you to apply for WBL:  
*What is this student's competency level? How was this student's attendance? How well did this student interact with other students in the class? Did the student accept responsibility for his/her action/inaction in a positive manner? Will this student represent the WBL program in a positive way?*  
The teacher may have additional requirements/forms that you must complete in order to receive a recommendation for WBL – make sure to meet all deadlines related to these requirements.
4. **Submit your completed Intent to Participate Form** to your Counselor for review.
  - The Counselor will review your attendance and discipline records. Only students who represent our school well will be approved for WBL opportunities. Employers seek people who are dependable (attendance records), get along with others (self-discipline), and are responsible.
5. **Return the approved Intent to Participate Form** to your counselor.

**Work-Based Learning (CTE and Peer Tutor) Intent to Participate Form**

**Student Information (to be completed by the student)**

Applying for Career/Technical (CTE) or Peer Tutoring Placement (circle one)

<b>Student Full Name:</b> _____	<b>Date of Birth:</b> _____
<b>Home Phone:</b> _____	<b>Student Cell Phone:</b> _____
<b>Current Address:</b> _____	<b>Email Address:</b> _____
<b>Parent/Guardian Name:</b> _____	<b>Parent/Guardian Phone:</b> _____
<b>CTE Program of Study/Elective Focus Area:</b> _____	

**Employment Plans** (Be specific. Explain how participation in the type of work-based learning experience will further your understanding of the skills/concepts learned in your CTE Program of Study or in classes for Peer Tutoring).

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**Signatures**

_____	_____
<i>Student Signature</i>	<i>Date</i>
_____	_____
<i>Parent Signature</i>	<i>Date</i>
_____	_____
<i>Teacher Recommendation Signature</i>	<i>Date</i>

**Administrative Information (to be completed by the counselor)**

GPA: _____	Graduation/Scheduling Requirements: _____
	Attendance: _____
	Discipline Events: _____ None   Attached
_____	_____
Counselor Signature	Date

**Final Approval (to be completed by Counselor)**

WBL Participation:    Approved   Denied    Comments: _____	
_____	
_____	
_____	_____
Counselor Signature	Date
_____	_____
CTE Director Signature	Date