**Work-Based Learning Folder Checklist**

**WBL student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All items listed below will be checked off by Mrs. Miranda and will be placed in this folder. A check mark means all information has been completed and signed by student, parent, supervisor and/or Mrs. Miranda, WBL Coordinator.**

**FILED DOCUMENTS IN FOLDER**

**\_\_\_\_\_\_\_ WBL/YAP Application**

**\_\_\_\_\_\_\_ Student Information**

**\_\_\_\_\_\_\_ Student Transcript**

**\_\_\_\_\_\_\_ Student Discipline Record**

**\_\_\_\_\_\_\_ Individual Career Plan**

**\_\_\_\_\_\_\_ Early Release Form**

**\_\_\_\_\_\_\_ Training Agreement**

**\_\_\_\_\_\_\_ Initial Training Plan**

**\_\_\_\_\_\_\_ Training Plan**

**\_\_\_\_\_\_\_ Student Handbook Signature**

**\_\_\_\_\_\_\_ Mentor Training Signature**

**\_\_\_\_\_\_\_ Grading Scale/Rubric**

**\_\_\_\_\_\_\_ Child Labor Laws**

**\_\_\_\_\_\_\_ Plan of Study**

**\_\_\_\_\_\_\_ Career Goal**

**\_\_\_\_\_\_\_ Parking Decal #**

**\_\_\_\_\_\_\_ Dress Code**

**\_\_\_\_\_\_\_ Job Duties**

**\_\_\_\_\_\_\_ Employer Information**

**\_\_\_\_\_\_\_ Two Teacher Recommendations**

**\_\_\_\_\_\_\_\_\_\_\_\_ Safety Training Agreement *Job Skills Assessment***

|  |  |
| --- | --- |
| **First Semester****1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Second Semester****2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 ***Portfolio Materials***

|  |  |
| --- | --- |
| **3rd 9-weeks****2 Photos \_\_\_\_\_\_\_\_****Cover Letter \_\_\_\_\_\_\_\_****Resume‘ \_\_\_\_\_\_\_\_****Ind. Career Plan \_\_\_\_\_\_\_\_** | **4th 9-weeks****2 Photos \_\_\_\_\_\_\_\_****Thank You \_\_\_\_\_\_\_\_****Post-Secondary \_\_\_\_\_\_\_\_** |

**Work-Wage Calendars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **July \_\_\_\_\_** | **Aug. \_\_\_\_\_** | **Sept. \_\_\_** | **Oct. \_\_\_\_\_\_\_\_\_\_** | **Nov. \_\_\_\_\_\_\_\_\_\_** | **Dec. \_\_\_\_\_\_\_\_\_\_** |
| **Jan. \_\_\_\_\_** | **Feb. \_\_\_\_** | **Mar. \_\_\_\_** | **Apr. \_\_\_\_\_\_\_\_\_\_\_** | **May \_\_\_\_\_\_\_\_\_\_** | **June \_\_\_\_\_\_\_\_\_** |

**Supervisory Visitation Report Employment Evaluation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Semester** | **Second Semester** | **First Semester** | **Second Semester** |
| **1. \_\_\_\_\_** | **2. \_\_\_\_\_** | **1. \_\_\_\_\_** | **2. \_\_\_\_\_** | **1. \_\_\_\_\_** | **2. \_\_\_\_\_** | **1. \_\_\_\_\_** | **2. \_\_\_\_\_** |