

School Year: _____

ACE High School Work-Based Learning Training Agreement

Student/Learner Information

Last Name: _____ First Name: _____ Middle Initial: ____ Grade (9-12 Only): _____

Home Address: _____ Telephone Number(s): _____

Birth Date: _____ Age: _____

Emergency Contact Information: _____

Email Address (Optional): _____

School District Information

School District Name: _____ ACE High School _____ School Address: 1440 John R, Rochester Hills, MI 48307

Certificated Teacher/Coordinator: _____

Telephone Number: 248-726-5902

Employer Information

Name of Business: _____

Supervisor: _____

Address: _____

Phone: _____

City: _____

Zip: _____

Business email (Optional): _____

Worker's Disability and Liability Insurance: _____

Employer's Signature or Carrier's Name

Safety Training that has been provided by the employer: _____

Employer's Signature

Placement Information

Job Title: _____

Date Employment Begins: _____

Signatures

Student's Signature

Date

Parent's Signature

Date

Vocationally Certificated Teacher/Coordinator Signature

Date

Principal or Designee Signature

Date

Employer Signature

Date

Work Based Education Program/Parent Permission Form

ACE students are eligible to enroll in a work based education program. Work based education allows students to gain credit while working outside of school. Students are enrolled in school for the normal five-period day. In addition, students hold a job sometime during the week after school hours or on the weekend. Students are paid for their employment by the employer and given credit by the school. Students may only apply for four credits of work experience toward graduation requirements. Students may earn up to 2 credits of work in one school year.

Student interested in work based education should fill out both sides of the Work Based Education Training Agreement Form and Parent Permission Slip Form. The employer will have to fill out their part. Parents must sign the form also. The form **MUST** be turned into the teacher in charge of Work Based Education Program along with copies of the paystub or electronic deposit record showing taxes and hours worked.

This forms signifies that both parent and student understand the guidelines of the Work Based Education Program and agree to abide by them.

- Student will accrue ½ credit after every 120 hours of work accumulated
- Students must have a Training Agreement Form on file with school coordinator
- Students may change jobs but must submit a new Training Agreement Form
- Students **MUST** submit “proof of hours worked” each week or every two weeks
- “Proof of Hours” must be in the form of paycheck stubs. Timecards are not accepted
- Students may not be paid cash – students must be receiving a legitimate payroll.
- Students under the age of 18 may **NOT** work more than 24 hours a week
- Employers of students under the age 18 must abide by all Federal and State regulations regarding Child Labor Laws
- Students are to be evaluated by their employer. Credit will be withheld if the evaluation is poor. Evaluation criteria are available for students to see upon request.

Student’s Signature

Date

Parent’s Signature

Date