

Day # 1 – August 3, 2009  
Woodstock High School  
Career Related Education – Work-Based Learning - Student Instructions

**No student has permission to leave campus first day of school.**

***What do I do?***

- Report to Mrs. Puckett during the period(s) that Mrs. Puckett's name appears on your schedule.

***Where do I report?***

- The Office of Career Related Education located to the left of the main entrance doors to the cafeteria.
- Forms and instructions will be issued at this time.

***How long do I stay?***

- You will need to allow a minimum of 1 hour of time for this mandatory meeting. Students will not be allowed to leave campus without completed documents and may be removed from program unless all required documents are signed and returned to Mrs. Puckett. Students are not allowed to leave campus the first day of school.
- **If you are currently employed and are scheduled to work that day....**
  - You must have previously met with Mrs. Puckett to verify that **all** required documents have been completed.
    - Completed Application
    - Parent Consent
    - Early Release and Understanding
    - Proof of Insurance
    - Training Agreement
    - Employment Verification
    - Work Permit (if under age 18)
  - You must attend or have attended Orientation Meeting.
  - Parent attended Orientation Meeting or has personally spoken with Mrs. Puckett
  - Bring a note from parent stating date and time you are allowed to leave and sign out in attendance office after meeting with Mrs. Puckett. Include a phone number for verification.
- **If you have job interview or application procedures set up at a business location for Monday, August 3<sup>rd</sup>.**
  - Must meet with Mrs. Puckett for 1 class period
  - All required documents completed:
    - Completed Application
    - Parent Consent
    - Proof of Insurance
    - Early Release and Understanding
    - Your Part of the Work Permit completed
    - Completed Resume on CareerCruising
  - You must bring with you, in written form, where you are going and with whom you are meeting and time of meeting. This note should be signed by your parent/guardian. Please list phone number where parent can be called for verification.
  - Check out in attendance office after you have fulfilled all the above requirements.

**No student has permission of this school or Career Pathways Facilitator to leave campus without completed required documentation and current approved employment.**

**Student is to report to Mrs. Puckett each day until all requirements have been met and a signed WBL pass has been issued.**