

Forms Rubric

work-based learning



Place this rubric on top of all forms listed below.

All forms should be in order as listed on this rubric. Paper-clip all forms behind this rubric and insert into your student folder. Be sure to fill in your name at the bottom of this form and be sure to double-check that all forms are signed and dated properly by all parties listed on each form.

Check	Requirement	Points Possible	Points Awarded School Use Only
	Student Application /Student Essay	10	
	Transcript	10	
	Parent/Guardian Consent Form	10	
	Early Release/Insurance Verification Form	10	
	Copy of Health Insurance Card/School Insurance	10	
	Work Permit	10	
	Employer Information Verification Sheet	10	
	Bio Sheet with Written Directions to Employment/Map Quest from School Address (2010 Towne Lake Hills So. Drive 30189)	10	
	Business Card of Employer	5	
	Educational Training Agreement File Copy (All 4 signatures)	10	
	Job Description/Task List Worksheet	10	
	Forms in order paper clipped behind rubric	10	
	TOTAL	125	
Teacher Comments:			

Student Comments: _____

Name: _____ Score: _____