

KHS WORK BASED LEARNING

Letter of Intent: Due by Friday, April 4 to be considered for WBL.

The purpose of this agreement is to provide all parties involved with a detailed list of responsibilities and requirements that are agreed upon in the Work-Based Learning placement. As a WBL student, you understand and commit to the following key factors:

WORK-BASED LEARNING STUDENT WILL:

1. Be at least 15 years of age and a junior.
2. Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
3. Maintain the required GPA and work the minimum hour requirements for the program.
1 block = 7.5 hours a week of work 2 blocks = 15 hours a week of work
4. **Secure your own transportation to and from work and school.**
 - Self-Driven**
 - Parent or Guardian Driven**
5. Be evaluated by the WBL Coordinator and mentor twice per grading period.
6. Agree to release information and school-related records as it pertains to the WBL Program, such as academic performance, attendance, discipline, follow-up information, and photo consent.
7. Abide by all terms, conditions, and policies of the employer, school, and WBL Program, including WBL meetings and/or functions. Submit a monthly journal indicating activities engaged in at the work site and total hours and salary earned during the month.
8. **Be responsible for completing all assignments as required by the coordinator.**
9. **Employment:**
 - Seeking employment**
 - Currently employed-** _____ **name of employer**

By signing this intent letter, I am fully committed to meeting these responsibilities and requirements and look forward to the valuable learning experience that the WBL course will provide. I have read this letter for work-based learning and understand the commitment necessary. I agree to allow my child to continue with the program.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

**I understand that signing does not mean I am enrolled in the WBL program, and I will still need to submit the WBL application once meeting with Mrs. Lopez.*