

EDISON'S JOB-OUT COURSE

Business & IT Capstone

Mrs. Leach – Room 181

Teacher

What is Job-Out?

- A CareerTech course.
- Allows students to leave school early to go to work.

Who can Job-Out?

- Must be a senior.
- Must have a job or be able to find a job before the Fall semester begins.
- Must need 4 credits or less to graduate.

What are the requirements?

- 3 computer courses are required:
 - Fundamentals of Technology
 - Fundamentals of Administrative Tech.
 - Customer Assistance (taken concurrently during senior year)
- Your job must be customer-service related.
- Job must be approved by Mrs. Leach.

When can I leave school to go to work?

- Job out students can leave immediately after 5th hour **everyday.**

What if I am not on schedule to work everyday?

- Job out students can leave **everyday** even if you are not scheduled to work.
- Students are expected to go home and use that time to study and work on assignments.

How do I apply?

- Complete the job-out questionnaire on Edison's Website
 - edison.tulsaschools.org
 - Click the Class of 2023 tab
 - Click Job Out Application (Business & IT Capstone).
 - Complete the 4-page Job-Out application

When do I apply?

- During senior enrollment time, list these 2 courses for Job Out: (if you have taken the prerequisites)
 - Customer Assistance
 - Business & IT Capstone
- After completing the job-out questionnaire online, pick up an application from Mrs. Leach in 181, or Mrs. Leach will send you an application.
 - Your parents must read and sign the application.
 - Your supervisor/manager must complete an evaluation for you and sign the application.

What if I haven't taken any computer courses?

- You can test out of the 1st class--Fundamentals of Technology by passing an online Computer Fundamentals test.
- In addition to the courses you need to graduate, you will have to enroll in these courses during your senior year:
 - Fundamentals of Administrative Tech. (4th hour)
 - Customer Assistance (5TH hour)
 - Business & IT Capstone (Job Out 6th – 7th hours)

What if I don't have a job yet?

- You can still start the process by completing the pre-application on Edison's website.
- You can still pick up the paper application from Mrs. Leach in room 180-1.

What if I don't have a job yet, con't.?

- Complete the 1st two pages of the application with parents' signature and return to Mrs. Leach.
- The other pages will have to be completed by your supervisor/manager after you are hired.
- You **will not** be enrolled in the Job-Out course until you have an approved job and you have submitted the completed application.

Still have questions?

- See Mrs. Leach in 181
- Email Mrs. Leach at leachca@tulsaschools.org