PINELLAS COUNTY SCHOOLS

OJT Period(s) _____

CAREER & TECHNICAL EDUCATION
COOPERATIVE EDUCATION PROGRAMS
STUDENT APPLICATION/AGREEMENT AND VISITATION RECORD

Name _____ Home Phone _____
Last First Middle

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

Current Grade Level _____ Date of Birth _____

Father's Name _____ Email _____
(guardian)
Business Name and Phone _____ Cell Phone _____

Mother's Name _____ Email _____
(guardian)
Business Name and Address _____ Cell Phone _____

What type of transportation do you have for work? Car ☐ Bus ☐ Other (Specify) _____

Explain any special needs you may have to be considered in job placement: _____

List any industry certifications you hold: _____

_____

_____

Completed courses in:
Business Technology, Information Technology, Diversified Career Technology and Marketing

Year	School	Program	Course	Instructor

Current Employer	Supervisor's Name	Work Phone No.	Type of Work	Dates Worked

STUDENT/PARENT AGREEMENT

Realizing the student's performance on the job will reflect upon the student, the school, and the employer, and as a condition for continued participation in the cooperative education/On-Job-Training (OJT) program, we agree to the following:

1. To maintain a minimum GPA of 2.0 each grading period.
2. To realize that no special concessions or privileges will be granted to me by the employer because I am a student enrolled in a cooperative education program.
3. To be prompt and regular in attendance at school and work. OJT Coordinator has the discretion to request removal of students from the OJT Release Period(s) due to excessive absences.
4. To know that if I am absent from my cooperative education class, I will also be marked absent for my OJT periods.
5. I understand that I must work the average hours listed below based upon number of release periods:

   1 OJT Release period = 8 hours per week for 18 weeks (144 hours) per semester
   2 OJT Release periods = 16 hours per week for 18 weeks (288 hours) per semester
   3 OJT Release periods = 24 hours per week for 18 weeks (432 hours) per semester

   Failure to work these required hour(s) will result in a final grade of "F" in the course. I must have documented work hours every week throughout the year. **I understand that I cannot quit working during the semester once I have reached the minimum hours required (listed above).**
6. To know that the Coordinator is the final authority for student job placements and that if I change jobs without prior coordinator approval, it may result in my failing the course or withdrawal from the program. Also, my job must include Worker's Compensation, paycheck deductions for FICA (Social Security) and income tax. I must submit a copy of my pay stub to my Coordinator once per semester per job. Pay stubs may be requested at any time by the OJT Coordinator. I may not work as an independent contractor. With prior Coordinator approval, I must give two weeks notice before leaving my OJT job and begin another immediately after last day of employment in the previous job with no lapse in time.
7. To know if I am fired for just cause (shoplifting, theft, insubordination, failure to show up for work, etc.), I shall receive a grade of "F" for the grading period and semester and may be dropped from the program.
8. To realize that I must provide my own transportation for the job.
9. To follow all other rules that have been established for students in the cooperative education program, from coordinator, school, district, and on the job.
10. Failure to tum in required documents (timesheets, pay stubs, evaluations, training agreements, training plans, etc.) will result in a grade of "F" for the grading period and semester. Even one missing Time Card will result in an "F" for the entire semester/year.
11. To know that the job is an extension of school for credit, therefore, all rules and regulations outlined in the Pinellas County Code of Student Conduct apply.

We have read and understand our obligations to the cooperative education program:

Student's Signature	Parent/Guardian Signature	Date

Teacher Use Only:

COORDINATOR'S OJT VISITATION RECORD	
Dates	Summary of Student's Performance/Progress