

CO-OP CHECK LIST

Student

**Must be in student file*

____ Grades, attendance, & discipline OK

____ Completed AND Passed COVID-19 Safety Awareness.

____ Has OSHA 10

____ Interview with Employer/Hired

____ Transportation to job site?

____ *Completed Student Application

____ *Completed work permit – Under 18

____ **Vocational Director OKs Co-op start date-** Name of student, program and employer emailed to all concerned.

(While on Co-op)

➤ Employer - **Student Assessment Form** completed by the Employer **each week**

AND.....

➤ Student - **Student Reflection** – completed by the student **each week**.

Both of these must be passed in to the school the following Monday. Failure to turn in on time will result in receiving a “0 grade and/or termination of co-op job.

Student Reflections need to be emailed to Submitted through Schoology

School & Employer

** Must be in student file*

____ *CORI OK

____ *Worker’s Compensation Insurance Certificate

____ *Site Visit (By Teacher)

incl. COVID Inspection

____ *Signed Employer Agreement

(During Co-op)

- Employer must complete Weekly Student Assessments
- Email to hireahawk@sersd.org