



Transition Services

Work-Based Learning Non-Paid Training Agreement

Student Name: _____ Site/Agency: _____
Date of Birth: _____ Address: _____
School: _____ City/Zip: _____
Teacher/Coordinator: _____ Site/Agency Phone Number: _____
School Phone Number: _____ Site/Agency Contact Person: _____
Emergency Contact/Number: _____ Placement Dates: _____

Check Appropriate Boxes:

- Career Exploration: _____
- Career Assessment: _____
- Work-Related Training: _____

By signing this agreement, all parties understand and agree to the following terms:

1. The employer derives no benefit from the activities of the student;
2. The student does not displace a regular employee and is closely supervised;
3. All parties understand the student is not entitled to receive any wages during the agreement time; and
4. All parties understand the student is not entitled to a job at the end of the experience.

Worksite/Supervisor Responsibilities Are To:

- Provide the student with an occupational experience of educational value appropriate to the student's IEP/Transition Plan.
- Assure the student is closely supervised at the work-based learning site.
- Instruct the student in the competencies identified in the Training Plan provided and document the student's progress when applicable.

*Copies of this agreement should be distributed to the student, parent/guardian, and worksite/agency.
The original is to be kept on file at the school district.

- Provide feedback to Transition Service Provider regarding student progress, which may include written or verbal performance evaluations.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under federal, state, or local Equal Opportunity Law.
- Provide student with safety training, safe equipment, and a safe and healthful workplace that conforms to all health and safety standards of federal and state laws.

Transition Service Provider Responsibilities Are To:

- Support the student in meeting the requirements of the student IEP/Transition Plan.
- Support the worksite/supervisor in meeting student training goals and provide job coaching services as necessary.
- Conduct progress reviews, when applicable, with the student (which may include the guardian and school personnel) and provide copies of those reviews to the school.
- Place students in appropriate work-based learning experiences based on tested interests, aptitudes, and abilities and provide appropriate accommodations when required.
- Provide orientation and general safety instruction to the student prior to and during placement in a non-paid, work-based learning activity.

School Responsibilities Are To:

- Support the student in meeting the requirements of the student IEP/Transition Plan.
- Participate in progress reviews scheduled with Transition Service Provider, student, and/or student's parent(s)/guardian(s).
- Work with Transition Service Provider to place students in appropriate work-based learning experiences based on tested interests, aptitudes, and abilities and provide appropriate accommodations when required.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance, or any other protected groups under federal, state, or local Equal Opportunity Law.

Parent(s)/Guardian(s) Responsibilities Are To:

- Give permission for participation in the work-based learning activity and support the student in meeting the requirements of the program.
- Participate in any progress reviews scheduled with mentors, school personnel, and student; and communicate information vital to the success and development of the student.
- Understand their child is not entitled to a job at the end of the activity or to receive any wages during the agreement time.

Student's Responsibilities Are To:

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- Follow all rules and guidelines set by the school district and work-based learning placement site.
- Participate in progress reviews schedule with mentors, school personnel, and/or parent/guardian; and shares information of events or facts relevant to progress in the program.
- Understand he or she is not entitled to a job at the end of the activity or to receive any wages during the agreement time.

Upon signing this agreement, all parties agree to comply with the responsibilities listed above.

Parent(s) or Guardian(s):_____	Date:_____
Student:_____	Date:_____
School Representative:_____	Date:_____
Transition Service Provider:_____	Date:_____
Worksite/Agency Representative:_____	Date:_____

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