

Tuscola Transition Training Agreement & Training Plan for Worksite Based Learning Experiences

Paid Unpaid

If this is an unpaid, work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed on the training plan for each 45 hours of placement.

School Information

District: _____ Building: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ District Contact: _____

Student Information

Last Name: _____ First Name: _____ MI: _____ Grade: _____
 Address: _____ City: _____ Zip: _____
 Birth Date: _____ SSN: _____ Age: _____ Phone: _____
 Emergency Contact Name: _____ Emergency Contact Phone: _____

Employer Information

Employer: _____ Supervisor: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Beginning Wage (if paid): _____

Workers' Compensation	Underwriter	Liability Insurance
_____	_____	_____
_____	Policy Number	_____

Placement Information

Job Title: _____ Start Date: _____
 Student Initials: ____ Staff: ____ Safety Training Date: _____ End Date: _____

Employment Agreement	Start Time	End Time	Total Hours
Monday	-	-	-
Tuesday	-	-	-
Wednesday	-	-	-
Thursday	-	-	-
Friday	-	-	-

Total Hours per Week: _____

*Maximum of 24 hours/week, minimum of 4 hours/week, during school hours. However, the student shall never be required to work more than 10 hours/week.

Education/Career Goals

List the educational goals related to this placement that align with the student's career pathway contained in the student's IEP Transition Plan. Please attach a copy of the student's IEP Transition Plan. _____

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Training Plan

The student requires instruction to perform specific tasks and work behaviors. These tasks will be completed to meet their trainer expectations as exhibited by the student's daily work and evaluated every 30 days. This training aligns with the student's education/career goals as outlined in the Transition Plan/IEP. For unpaid worksite based learning experiences, specific, unduplicated skills must be listed for each 45 hours of placement. Eligible for credit

Job Tasks/Training Activities	Dates/Time Frames	Rating

N/A = Not applicable at this time	0 = Not meeting expectations	1 = Needs improvement accomplishing task
2 = Accomplishes tasks with help	3 = Accomplishes task to expectation	4 = Accomplishes task beyond expectation

Student/School/Employer Responsibilities

Student (Local district determines these responsibilities):

1. Follow policies and procedures as well as complete assignments of the employer and school.
2. Should any problems arise at work or school that may affect the student's placement, the student should notify the teacher/coordinator immediately.
3. Students are required to complete weekly work hour reports to the teacher/coordinator.
4. Students will adhere to all safety requirements specific to this placement and identified by OSHA, MI-OHSA, and Emergency Orders.
5. Students who are absent from school are not permitted to work that day at their placement and must notify the employer.

School (Local district determines these responsibilities):

1. The placement relates to the student's career/education goals as outlined in their Transition Plan/IEP.
2. The certificated teacher/coordinator makes at least one visit to the placement training site every 30 days for a special education pupil and document on a log.
3. Daily attendance is recorded and student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
4. The program must not violate the Fair Labor Standards Act, the Youth Employment Standards Act and any other federal, state and local laws and regulations; including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.
5. Upon request to the school district superintendent, the district shall make reasonable accommodations for a person with disabilities to be able to participate.

Employer (Local district determines these responsibilities):

1. Provide a work schedule of sufficient length to develop competencies toward the occupation, complete a progress report for each marking period and not terminate the pupil before consultation with the school teacher/coordinator.
2. The employer will provide the trainee with the broadest occupational experience in keeping with the job duties listed in the training plan and provide specific instruction on the use of any equipment or materials related to job duties. Documentation of this instruction should be maintained in the trainee's employment file.
3. The employer will ensure the student learner's employment activity is supervised by an experienced and qualified person (supervisor), and will complete trainee performance evaluations and verify attendance as required.
4. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.

We, the undersigned, agree to the conditions of this Training Agreement & Training Plan.

Student: _____	Date: _____
Parent/Guardian: _____	Date: _____
Teacher/Coordinator: _____	Date: _____

The signature of the employer/supervisor below certifies that the training of the student will conform to all federal, state, and local laws and regulations, including those that prohibit discrimination against any applicant or employee, because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability. This includes requirements from OSHA, MIOSHA and Emergency Orders.

Employer: _____ Date: _____

A copy of the pupil's transition services plan must be attached and relate directly to placement.

In compliance with Title VI of the *Civil Rights Act of 1964*, Title IX of the *Education Amendments of 1972*, Section 504 of the *Rehabilitation Act of 1973*, the *Age Discrimination Act of 1975*, and the *Americans with Disabilities Act of 1990*, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital or familial status, height, weight, arrest record, and genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.