

DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
COOPERATIVE EDUCATION PROGRAM
SENIOR SIGN-OUT FORM

To be used "ONLY" by students returning to their Co-op Job Sites

NAME: _____ SHOP: _____ CYCLE: _____

CO-OP EMPLOYER: _____

EFFECTIVE START DATE: ____ / ____ / ____

Department Heads or their designated senior instructor should sign out students
 "ONLY" after the following tasks have been completed.

TASKS TO BE COMPLETED	TEACHER'S SIGNATURE
Student has achieved a score of 2.5 or greater in his/her "Employability Skills in SHOP"	
I have received all of the "TIME CARDS" that were due by this student & have submitted them to the administration office	
I have REVIEWED the EVALUATION that I received with this student	
I have obtained the signatures on the summer evaluation form of my student, his/her parents and his/her employer	
I have a copy of the request to "RETAIN" my student on Co-op form in-hand	
I have provided this student with an OSHA 10 hour safety card & or ServSafe card	

To be signed off by the Coordinator of the Co-op program after all of the items listed above have been completed.

CORI check on employer is complete	
Workers Compensation # on file	
Revised Co-op agreement on file	
Work permit is on file	
School calendar has been sent to employer	
Insurance waiver/school Ins on file	
Sign out sheet returned w/signatures	

Assistant Superintendent-Director/Principal: _____

Co-op Coordinator: _____ Date: ____ / ____ / ____

Student must receive a copy of this sheet with the signature of Mr. Ciosek prior to leaving DIMAN R. V. T. H. S. for a Co-op job.