



Requested Class Period(s) _____

2025-26 RHS Work-Based Learning Education Checklist

Directions to Students: Print and fully complete items A-E, along with items F-H, by the first week of school to secure the WBL position. Information must be provided by you, your parents, teachers, and employer. Submit the completed paperwork to your CTE pathway teacher or Mrs. Evva Dossin in an organized format.

Student Name: _____ Company: _____

	Signatures	S	P	T	E
(A) Work-Based Learning Handbook and Contract Signature Form				-	-
(B) Work-Based Learning Student Information Sheet				-	-
(C) Work-Based Learning Job Description, Training Plan, and Training Agreement for State-Approved CTE Program also includes the following below: ☐ Proof of Workman's Compensation Insurance – copy of declarations page (<i>student to get from employer</i>) ☐ Proof of Liability Insurance – a copy of the declarations page (<i>student to get from employer</i>) ☐ Student's printed EDP from Xello- Directions on how to do in Xello.					
(D) Work-Based Learning Safety Review and Assurance Form ☐ Review of Work-Based Learning Safety Brochure From State 2025-26 , Powerpoint , and Youth Worker Safety Website			-	-	
(E) Work-Based Learning Nondiscrimination Assurance Form		-	-	-	
(F) Recommendation letters from (2) RHS teachers: Students may send the simple letter template to the teacher when requested. <i>Students to print off copies of letters from teachers to be included with this paperwork.</i>			-	-	-
(G) A printed copy of the student's resume			-	-	-
(H) A printed copy of a map showing direction from RHS to the workplace.			-	-	-
(I) Work-Based Learning Weekly Timesheet (<i>Student to fill out weekly & submit to CTE Supervising Teacher</i>)			-	-	

Scan the QR Code for the electronic copy of this checklist.

