

SAGINAW LEARN TO EARN ACADEMY POLICY

**SUBJECT: JOB SITE ATTENDANCE AND
TIME VERIFICATION**

Section: District
Policy #: 10
Approved: January 2007
Revision:
Revised:

Policy:

It is the policy of Saginaw Learn to Earn Academy that all students provide proof of attendance at employment site.

Comment:

1. All employed students are required to provide proof of employment at time of enrollment or hiring at work place. Proof should consist of a placement through a job placement coordinator, or a signed copy of a work schedule on business letter head or card.
2. Special Education students are enrolled in a vocational education class. Learn to Earn office staff will make a referral to the Saginaw ISD for community based work transition services. SISD staff opens case file for each student and establishes a plan.
3. General Education students are enrolled in a vocational education class. Learn to Earn office staff will make a referral to SVRC for community based work transition services. SVRC staff opens case file for each student and establishes a plan.
4. Students are required to submit a copy of their work schedule biweekly. The office staff will keep these schedules on file.
5. A record of all students' attendance and work evaluations will be kept in the school office. These records will be supplied by the students, and monitored by the job placement coordinator by making bi-weekly job site visits, then comparing information with the student's records and the academy office
6. Vocational staff, SISD coordinators for Special Education students, and the SVRC site coordinator for General Education students, will meet with employers to complete a Vocational Work-Study Evaluation Form on a monthly basis. The Employers will sign the forms and the vocational staff (as noted above) will return the forms to the school office where they will be kept on file. Attendance, evaluations, and verification of

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Attendance and Time Verification.doc

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employment will be provided to the Vocational Education instructors at the Academy for grading purposes.

7. Students will complete weekly attendance sheets and have the employer sign them. These will be returned to the school office where they will be kept on file. Office staff will provide students with these forms.
8. Teacher will enter the attendance into their attendance books.