**Key Points**

Forms in the Students’ Packets

* + Training Plan Form
		- Used by the teacher to complete a student’s training plan
		- Can also be used by the teacher when visiting training stations, if kept in a Visitation binder
	+ Student Responsibilities
		- Very important form
		- Rules of the program should be strictly adhered to in order to avoid problems.
		- Key rule: if a student is absent from school, that student is not to report to work.
		- Key rule: a student may not quit a job without the teacher’s permission, or is in jeopardy of failing the class for the grading period.
		- Key rule: theft is not condoned. Immediate removal from the program.
	+ Syllabus
		- Details what the students will learn
		- Grading policy
	+ Classroom Rules
		- A must for every teacher
		- Personalize to your methods
	+ Unemployed Student Policy
	+ Dependability Grade
	+ Summary Verification Signatures Form
		- Ensures the parent received all the paperwork
	+ Wage and Hour Report
		- This is an auditable document and all students must keep an accurate record of the hours worked. Keep these in the permanent record files