**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