PITTSBURGH PUBLIC SCHOOLS
CTE CO-OP TRAINING AGREEMENT

TO BE COMPLETED BY THE STUDENT-LEARNER:

NAME: _____ HOME SCHOOL: _____
ADDRESS: _____
CELL PHONE: _____ EMAIL: _____
CTE PROGRAM: _____ SESSION: ☐ AM ☐ PM
CAREER OBJECTIVE: _____
DATE OF BIRTH: _____

I. **THE STUDENT LEARNER** understands the purpose of this employment is to gain experience which will contribute to his/her career objective and agrees:
   a. To attend the job, CTE program, and home school as scheduled. In case of illness, injury, or emergency which prevents attendance at the job or school, the student must notify the employer and the coordinator prior to the absence.
   b. To demonstrate the qualities of a good employee: honesty and punctuality, courtesy, cooperative attitude, proper health and good grooming habits, appropriate dress, and willingness to learn.
   c. To consult the teacher of cooperative education immediately regarding any difficulties arising at the training station or changes in schedule of days, hours, or other circumstances related to the training program.

II. **THE PARENT(S)/GUARDIAN(S)** of the student learner, realizing the importance of the training program in the achievement of the student-learners career, agree:
   a. To encourage the student-learner to carry out effectively all duties and responsibilities on the job, as they will in their CTE program and home school.
   b. To accept responsibility for the safety and conduct of the student-learner while traveling to and from the home school and back home.

Student Signature:	Date:
Parent/Guardian Signature:	Date:

III. **THE CTE PROGRAM TEACHER & COOPERATIVE EDUCATION TEACHER,** in recommending the student learner for this training program, agrees: To communicate to the student-learner his/her responsibilities regarding assignments, tests, and other obligations required to maintain satisfactory progress in the program.
   a. To discuss the student-learner's progress regarding the training plan with the student-learner when he/she reports to class.
   b. To determine the student learner's report card grades based on fair consideration of the employer's grade report.
   c. To verify the age of the student-learner and the existence of a properly issued work permit for student-learners under the age of 18.
   d. To see that the terms and conditions of the training agreement are met.
   e. To make monthly visits to the training station.
   f. To consult with the employer to monitor student progress and assist in resolving any problems concerning the employment of the student learner.

CTE Teacher Signature:	Date:
Cooperative Education Coordinator Signature:	Date:

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(CONTINUED)

THE HOME SCHOOL ACADEMIC TEACHER & CAREER COUNSELOR in recommending the student-learner for this program agrees that the employment is in the educational interest of the student-learner and will inform the Cooperative Education Coordinator of any disciplinary or attendance issues.

Home School Academic Teacher Signature:	Date:
Career Counselor Signature:	Date: