



Request for Participation at a Work Event on a Non-Work Day

Section 1: Student Worker	
Student Worker Name:	Work Day:
Supervisor Name:	Company Name:
Event Name:	Event Date:
Event Purpose:	
Estimated Time of Departure from School (if applicable):	
Estimated Time of Return from School (if applicable):	
Event Address:	
<i>Benefit to Student Worker: Describe how participation will benefit your job, career aspirations, or personal development.</i>	
Parent/Legal Guardian Approval <i>Print and have parent sign. Return completed form to your Program Coordinator.</i> <i>Note: We will not move forward until approval has been granted.</i>	
<input type="checkbox"/> Yes, student is approved to attend. Student is responsible for seeing teachers and catching up on missed school work.	
<input type="checkbox"/> No, student is not approved.	
Parent/Legal Guardian Signature: _____	
Parent/Legal Guardian Print Name: _____ Date: _____	
Section 2: Corporate Work Study Program and School Use Only	
Corporate Work Study Program	
<input type="checkbox"/> Student demonstrates good work ethic and performance. Yes, student is approved to attend.	
<input type="checkbox"/> Student does not demonstrate good work ethic and performance. No, student is not approved to attend. Comments:	
Program Coordinator Signature: _____	
Program Coordinator Print Name: _____ Date: _____	
Academics / Student Life	
<input type="checkbox"/> Student is in good academic, attendance, and citizenship standing. Yes, student is approved to attend.	
<input type="checkbox"/> No, student is not in good academic, attendance, and citizenship standing, thus is not approved. Comments:	
Assistant Principal for Academics or Student Life Signature: _____	
Assistant Principal for Academics or Student Life Name: _____ Date: _____	
Program Coordinator Comments	
Supervisor has requested student worker participation by <input type="checkbox"/> Email <input type="checkbox"/> Phone call	
Transportation	
<input type="checkbox"/> Yes, transportation will be needed. <input type="checkbox"/> No, transportation is not needed.	
*** If Transportation is needed, request transportation and forward travel details to Lead Driver.	
Comments:	