



**South Bend Community School Corporation
Special Education Services**

Work Experience Agreement

The student and his/her family, the school and the employer all play an important part in maximizing the chances a student has for success on the job. The following statements indicate the general roles and responsibilities of the student, the family, the school and the employer.

1. A job description will be given to the student and the school representative.
2. Transportation to and from the worksite may be the responsibility of the student/family.
3. The Employment Specialist assigned to school needs to be kept apprised of the student's work schedule.
4. The employer will help to complete student evaluations through either the school's format or the process already in place for all other employees.
5. The Employment Specialist assigned to the school will make periodic contacts as determined by the employer and needs of the student.
6. The student/family will notify the employer when unable to work at a scheduled time.

Student: _____

Employer/Business: _____ Employer Phone: _____

Job Title: _____ Supervisor: _____

Date Employment Begins: _____ Schedule: _____

It is understood that this agreement is not a contract for employment. If the placement does not prove to be successful, changes may be made by the employer. The signatures below indicate that all concerned parties will work together in their respective roles to make the student's experience a success.

Employee (Student)

Parent/Guardian

Employment Specialist

Supervisor

Date