



---

To the Student:

Work-Based Learning/Co-op is a YEAR LONG course. You must remain employed in a documented, Coordinator approved job for the entire school year. **You must** document 140 hours of work experience with a check stub for each block of Co-op, make weekly check-ins and complete all other requirements to pass Co-op and receive credit. Failing will result in a failing grade for each block of Co-op. If you understand and accept this responsibility, please sign in the space provided.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

To the Parent/Guardian:

Do you consent to your child entering Work-Based Learning/Co-op, arranging transportation, and agree to cooperate with the school and the training agency in making the training and education of the greatest possible benefit to your child? Do you understand that failure to complete all requirements will result in a failing grade for each block of Co-op? If so, please indicate your support and approval with your signature.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

---

**To Be Completed by the Co-op Teacher-Coordinator to determine eligibility of student.**

---

On Track for Graduation: \_\_\_yes \_\_\_No    Successful completion of **Career Preparedness**: \_\_\_Yes \_\_\_No  
Current Attendance Record:    Number of absences \_\_\_\_\_    Number of tardies \_\_\_\_\_  
Current Disciplinary Record:    Total Discipline Reports \_\_\_\_\_    Cumulative GPA: \_\_\_\_\_  
Employed in a Co-op approved job that provides a check stub with taxes withheld: \_\_\_Yes \_\_\_No

Notes:

Status of Application:             Pending             Approved             Not Approved

---

The Mobile County Public School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: George Smith (251) 221-4543

To file a complaint of discrimination write the Mobile County Public School System, Human Resources Department, George Smith, One Magnum Pass, Mobile, AL 36618 or call (251) 221-4543. Mobile County Public Schools is an equal opportunity provider and employer.

**Return completed application, employment verification and current check stub to:**

Ms. Georgia Brown  
or Ms. Robinson,  
Co-op Coordinators  
Gbrown1@mcpss.com  
Room 109/113  
251.221.3161

**Mary G. Montgomery High School**  
**Co-op/Work-Based Learning Program**  
**Employer Verification Form**

**This form MUST be completed by the EMPLOYER!**

**Student's name:** \_\_\_\_\_

Today's date: \_\_\_\_\_

Name of business employing student: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's Signature verifying current employment: \_\_\_\_\_

Address of business: \_\_\_\_\_

Phone number of business/supervisor: \_\_\_\_\_

Email for supervisor: \_\_\_\_\_

Student's job title: \_\_\_\_\_

Please provide a comprehensive list of the student's job duties/responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning date of employment: \_\_\_\_\_

Estimated number of hours and/or schedule for student worker each week during the school year:

\_\_\_\_\_

Do you plan to continue employing this student during the 2022-23 school year? Circle one: Yes No

\_\_\_\_\_

**\*\*\*CURRENT CHECK STUB MUST BE ATTACHED to be complete.**  
Only complete applications will be considered for Co-op.