

# INTEREST REQUEST FOR CAREER PREPARATION PROGRAM

Date: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Current Grade Level \_\_\_\_\_ Campus \_\_\_\_\_

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ e-mail address \_\_\_\_\_

Guardian 1 Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Guardian 2 Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

After you have finished all of your education, in what career field do you wish to work? \_\_\_\_\_

Are you working now? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Average number of hours per week you expect to work during school next year: \_\_\_\_\_

In order to access the program, do you require any accommodations or modifications? \_\_\_\_\_

**NOTE: Students are expected to be EMPLOYED on the first day of school!**

Career Prep requires 10 hours per week and *Extended* Career Prep requires 15 hours per week

**Previous Work Experience:**

<i>Name of Employer</i>	<i>Type of Work</i>
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1.	_____
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2.	_____
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*It is understood that if you are accepted into a Career Preparation Program, you may responsible for your own transportation from school to the workplace and you are expected to leave campus when not in class (such as during work release periods). If transportation needs are present, please work with your instructor to develop a plan. Students in this program must follow the district code of dress and conduct, and your supervisor will stipulate the appropriate clothing for your specific job setting (a uniform may be required). Remember that the program you are applying for should have a logical connection to the work you wish to do in the future.*

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Public Notification of Non-Discrimination in Career Technology Education Programs**

Lubbock Independent School District does not discriminate on the basis of race, color, national origin, sex or handicap in its educational and career and technology education programs, services, activities, or employment as required by Title IX, Section 504 and Title VI.

The Lubbock Independent School District will take steps to assure that lack of English skills will not be a barrier to admission and participation in all educational and career and technology education programs. Any complaint about non-compliance with this policy may be made to the Lubbock Independent School District at telephone number (806) 766-1138 for personnel matters, or (806) 766-1214 for student matters.

## OPERATIONAL PROCEDURES – CAREER PREP PROGRAMS

It is essential to the career prep training programs that the student and parent understand and agree to abide by the following operational procedures:

1. All students enrolled in a Career Preparation program must have an **approved job**. A signed training plan, from both the teacher and employer, must be on file before the end of the 5<sup>th</sup> day of school in order to remain enrolled in the program. (No exceptions)
2. No student may be employed at a training station which is officially listed by the TABC as a bar. Students may not be employed at a smoke or vape shop.
3. All training stations must be operated from a place of business which keeps regular hours and operates out of a physical store or office- which is not a residence. The business must have a registered name and tax ID number. (**No cash jobs**).
4. Students must work to maintain the minimum required hours set by the Texas Education Agency. Failure to meet required hours, may result in potential failure and/or removal from the course. Loss of work hours WILL affect the student's grade.
5. Students may *not* act as their own supervisor or be self-employed.
6. Any student who is laid off, quits, or is fired from their job, will lose their work release period and be issued a non-paid training plan at a community service location until a new job is in place.
7. It is the student's responsibility to initiate and secure a job (with support from the teacher).
8. Transportation to and from training stations will be the responsibility of the student and parent, unless specified in a student IEP. If transportation barriers arise, please work with your campus admin to create a plan.
9. Students must remain at the same training station throughout the entire school year unless the teacher approves a change in advance.
10. The following situations may constitute grounds for probation in the career prep program:
  - a. Any student who quits a job without communicating with the teacher or who is dismissed for sufficient reason.
  - b. Any severe disciplinary action taken by the school, employer, or police.
  - c. Any student not employed or on a related non-paid training plan through the end of the school year.

I AGREE TO ABIDE BY THE ABOVE OPERATIONAL PROCEDURES

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date