**SCHOOL TO WORK JOB PLACEMENT CHECKLIST**

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| 1-3 Days | * Meet Student/Contact Teacher   - Assess interests and abilities   * Speak with Parent * Information needed from Home District/Teacher   - Frequency of placement (days/week)  - Time of day (AM/PM & specific time in schedule |
| 1-2 Weeks | * Secure Job Site   - Contact placement site supervisor/manager  - Volunteer application (if needed)  - Medical clearance: student & coach (if needed)  - Job site training: student & coach (if needed)  - # of days student can be at site  - Specific times available   * Obtain Additional Job Site(s) if Needed   - See Above |
| 1 Day | * Schedule & Assign Job Coach   - Are multiple coaches needed? |
| 1-3 Days | * Set up transportation with Home District |
| 1 Day | * Job coach meets student and contacts businesses |