

Community Work Assessment Program (CWAP)

Referral Checklist

The following requirements need to be met prior to referring a student to the CWAP.

Student Name: _____

Student Grade: _____

_____ Student is at least 16 and/or in junior status.

_____ Student is meeting graduation requirements. (Please note there will be special exceptions made if deemed appropriate on an individual basis, i.e. student is at risk for dropping out).

_____ Student and school versions of the TPI, which indicates the need for vocational exploration, are completed and attached.

_____ Student EDP, showing that their career pathway aligns with the student's vocational goal for placement, is completed and attached.

_____ Documentation showing a need for vocational exploration, and assistance with transportation, if using Clinton Transit, is contained within the IEP and attached (PLAAFP and transition page). If possible invite transition staff to the IEP to discuss participation in the program.

_____ Caseload teacher has sent home cover letter explaining the program, release to participate in the program, responsibility sheet and training agreement for parent signatures (if the student is 18 and their own guardian they do not need a parent's signature) and student signature.

_____ Caseload teacher has completed the training agreement, except for the business information (last box on the first page) and the work tasks (3rd box on the second page) and signed at the bottom of the second page.

Once the above paperwork has been turned in the assigned staff will review this information and meet with the student to discuss participation in the program. If it is found that the student is appropriate to participate in the program we will discuss work site placement ideas.

Completed by (Caseload Teacher): _____ Date: _____

Received by: _____ Date: _____