

SEHS On-The-Job Training (OJT) Student Application 2024-2025

Please submit this completed application to Mr. Nelles program coordinator, Room 761 or to
Ms. Boyd at the Guidance desk by March 8th

Name (Full Name): _____ Grade Level for 2023-2024 (circle one): 11th 12th

NUMBER OF OJT CLASS PERIODS YOU ARE REQUESTING: _____

- 1 OJT Period with 7.5 work hours/week = 1 class period
- 2 OJT Periods with 15 work hours/week = 2 class periods

* Students leave campus during OJT periods whether they are scheduled to work that day or not.

READ EACH OF THE ITEMS BELOW. Check each box to indicate that you understand these guidelines.

- My parent(s) or legal guardian approves of my enrollment in the OJT program and is willing to sign all of the OJT permission forms.
- I must have an unweighted GPA of 2.0 or higher and be on track to graduate.
- I must maintain a good attendance and discipline record with the school and employer.
- Prior** to the start of the school year, I must have paid employment at an OJT eligible job that follows federal laws concerning payroll withholdings & child labor and that also carries workers' compensation & liability insurance.
- I may not work under the direct supervision of a family member.
- All required paperwork will be handed out on the first day of class and must be submitted before the I can log works hours or leave campus for OJT.
- I understand that this is a credit-earning course and that a grade will be issued for each OJT period. Failure to submit required paperwork (timecards, employer evaluations, etc.) or to follow district and state requirements will result in a failing course grade and removal from the OJT program.

I certify that this application is truthful and complete to the best of my knowledge. Any misleading or omitted information could result in my removal from the program. My signature below indicates that I have read, understand, and agree with the above information.

Student Signature _____ Date _____

Please note that acceptance of this application by the OJT program coordinator does not guarantee the student's acceptance into this program.