



Coordinator Contact Information:
 Jami Aylor - jami.aylor@knoxschools.org
 Room 312

BEARDEN HIGH - Work-Based Learning (WBL) Application

Work-Based Learning Application and Review Process:

1. Complete the application
2. Obtain recommendation from one of your pathway teachers
3. Submit your completed referral form to the WBL coordinator (RM 312) or via email
4. Mrs. Aylor approves the worksite placement and will send approved applications to your counselor for scheduling .

Knox County Schools Work-Based Learning (WBL) Requirements:

- o The experience must align to the student’s pathway.
- o WBL must be the third or fourth course in the elective focus or program of study.
- o The student must be at least 16 years of age.
- o The student must maintain an attendance rate of 90% in school and in the WBL experience.
- o The student must be on track to graduate.
- o Recommendation from pathway teacher or academy teacher.
- o The student must complete Personalized Learning Plan (Part A) and required forms prior to the experience.
- o The student must complete the Personalized Learning Plan (Part B) during the experience.
- o The student must complete a digital portfolio by the end of the experience.
- o The student must have a work-site mentor offering 135 hours throughout the experience.
- o It is the student’s responsibility to find an appropriate WBL placement that aligns with the pathway before the semester begins and obtain approval by the WBL teacher/coordinator.
- o The student’s disciplinary action record will be examined prior to placement in any work-based learning experience in order to support a safe work environment.

Student Information *(to be completed by the student)*

Student Name: _____ Grade Level: _____ Student Age: _____

Student Phone Number: _____ S number: _____

Academy: _____ Pathway: _____

Worksite: _____

Position and Responsibilities: _____

Applying for: FALL SEMESTER SPRING SEMESTER BOTH

Student Signature _____ Date _____

Parent Signature _____ Date _____



The Bearden Academies

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WORK-BASED LEARNING TEACHER RECOMMENDATION FORM

In what classes have you observed or instructed this student?

	EXCELLENT	AVERAGE	NEEDS IMPROVEMENT	COMMENTS:
ATTENDANCE				
PUNCTUALITY				
PROFESSIONALISM				
INITIATIVE				
RELIABILITY				
INTEGRITY				

Teacher Signature: _____ Date: _____

THE TEACHER MAY CHOOSE THE METHOD OF SUBMISSION:

PAPER TO MRS. AYLOR'S BOX - ROOM 312 - EMAIL TO JAMI.AYLOR@KNOXSCHOOLS.ORG - PAPER WITH STUDENT



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SUBMIT THIS APPLICATION TO COORDINATOR *(This section should be completed by Mrs. Aylor)*

Does the placement require the use of the Hazardous Occupation Exemption Form? YES NO
If yes, consult with the CTE director prior to approving this placement.

Do you have a driver's license and car? YES NO

Is this a licensed business? YES NO

Is the supervisor a parent/guardian YES NO

Does the business have Workman's Compensation coverage for each employee? YES NO

Work-Based Learning Placement: APPROVED DENIED

Work-Based Learning Coordinator Signature- Mrs. Jami S. Aylor

SCHEDULING *(to be completed by the counselor)*

Does the student meet the 90% attendance rate guideline? YES NO

Is the student on track to graduate? YES NO

Anticipated Diploma: REGULAR SPECIAL ED. OCCUPATIONAL

Inform coordinator of any disciplinary actions with this student in the past YES NO

Elective Focus/Pathway: _____

Courses completed in elective focus/program of study:

1) _____ 2) _____

3) _____ 4) _____

Counselor Signature _____ Date _____

COMMENTS: