



**educational service center**  
*of Central Ohio*

# Work Study Contract

**Student** \_\_\_\_\_  
**School** \_\_\_\_\_

**Student agrees to:**

1. Conform to the rules set by the school, employer, and Transition Specialist.
2. Provide advance notice to your employer, teacher and Transition Specialist in case of absence.
3. Fulfill school attendance and graduation requirements.
4. Notify the Transition Specialist of any problems on the job.
5. Obtain a work permit if required.
6. Provide your Transition Specialist with your work schedule and pay stubs.
7. Keep accurate records of your pay and taxes deducted.
8. Recognize that you will receive no credit toward graduation and cannot be released from school for a job not approved by your teacher and/or Transition Specialist.

**Your parents agree to:**

1. Assume responsibility for your safety from the time you leave school until you report to the job.
2. Assist the Transition Specialist in the enforcement of this contract.
3. Coordinate transportation to and from work.

**The Transition Specialist/Employer will:**

1. The Transition Specialist will make contact with the employer and conduct evaluations before awarding credits.
2. The employer agrees to evaluate the student's performance in consultation with the Transition Specialist.
3. The employer agrees to provide employment in accordance with all federal, state, and local laws/regulations.

**Employment Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Signatures**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Transition Specialist \_\_\_\_\_ Date \_\_\_\_\_