**Student Registration and Parent/Guardian Permission Form for Workplace Tour** (Top part to be completed by WBL coordinator)

Both the student and the parent or guardian should review the expectations outlined in this form. A signature on this form not only signifies permission but also a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in the tour.**

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| Student name: | Parent/guardian name: |
| Date of tour: | Employer host and location: |
| Start and finish time for tour: | Adult(s) who will accompany students: |
| Meeting place and time for departure and return: | Transportation arrangements: |
| School contact name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for tour. 2. Obtain signatures and assignments from teachers for all classes that will be missed. 3. Arrive on time for the tour. 4. Adhere to the dress code discussed in class. 5. Demonstrate appropriate workplace behavior. 6. Listen to tour hosts and ask questions. 7. Record observations on the student observation form. 8. Participate in post-tour reflection activities. 9. Write a thank-you note to the workplace tour host. 10. Complete an evaluation of the tour. 11. Complete all assignments from any missed classes. | |
| Expectations for parents or guardians (Please check each box to indicate your understanding and acceptance of each):  ☐ Support student’s participation and fulfillment of the above expectations.  ☐ Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to attend the workplace tour.  ☐ Give permission for the student to be photographed during the tour.  ☐ (If needed) Provide transportation to and from the workplace tour.  ☐ (If needed) Allow student to drive to and from workplace tour. | |
| Student name: | Parent or guardian name: |