

File Checklist

Student name: _____ School: _____

Community host: _____

This file must be stored for six (6) years from the student’s course completion date for insurance requirements. A new set of Co-op forms and file checklist must be completed for each additional Co-op placement.

Forms to be completed before the community work placement begins	
Non-O ₂ Student	O ₂ Student
<input type="checkbox"/> Application Form <input type="checkbox"/> Teacher Reference Form <input type="checkbox"/> Community Reference Form <input type="checkbox"/> Interview Record	<input type="checkbox"/> O ₂ application and interview records (refer to O ₂ file)
All Students	
<input type="checkbox"/> Commitment Agreement <input type="checkbox"/> Placement Readiness Form <input type="checkbox"/> Pre-placement Assessment (with copies of required health and safety certificates) <input type="checkbox"/> Learning Agreement <input type="checkbox"/> Student Learning Plan, Part A: Employability Skills Self-Assessment (pre-placement) <input type="checkbox"/> Image/Media Consent Form	

Teacher signature: _____ Date: _____

Forms to be completed during and after community work placement
<input type="checkbox"/> Student Placement Log <input type="checkbox"/> Placement Contact Record <input type="checkbox"/> Community Host Evaluation (mid-placement) <input type="checkbox"/> Community Host Evaluation (end of placement) <input type="checkbox"/> Student Learning Plan, Part A: Employability Skills Self-Assessment (mid-placement) <input type="checkbox"/> Student Learning Plan, Part A: Employability Skills Self-Assessment (end of placement) <input type="checkbox"/> Student Learning Plan, Part B <input type="checkbox"/> Relevant correspondence between the school, community host, school insurance provider, family, etc.

Course completion date: _____ Teacher signature: _____