



South Arkansas Community College

P.O. Box 7010 • El Dorado, AR 71731-7010
• 870.862.8131



CAREER PATHWAYS

Student Handbook

Revised 03/09/2021

TABLE OF CONTENTS

Office Hours and Contact Information.....	3
Career Pathways Origin	4
Career Pathways Mission	4
Expectations of CPI Participants	4
Criteria for CPI Eligibility/Acceptance	5
Documentation Required.....	6
Enrollment Information	6
Assessment.....	6
Denial to/Dismissal from CPI	7
Probationary Status	7
Mandatory Meetings	7
Workshop Information	8
Change of Student Information.....	8
Academic Advising	8
Pathways Services	8
Daycare Information	9
Gas Voucher Information.....	10
Laptop Loaner Program.....	10
Tuition Assistance	11
Textbook Lending Library	11
Other Student Support Services	12

APPENDIX

Responsibility Agreement.....	13
Probation Form.....	14
Tax Return Transcript Information	15
Example of Correctly Completed Attendance Form.....	16
Example of Correctly Completed Work Verification Form	17

OFFICE HOURS AND CONTACT INFORMATION

Hours of Operation:

Monday through Thursday: 8:00 a.m. to 5:30 p.m.
Friday: 8:00 a.m. to Noon

Meetings can also be scheduled outside of normal business hours by calling 870-862-8131, extension 353 and requesting an after-hour appointment.

South Arkansas Community College:

Career Pathways
South Arkansas Community College
P.O. Box 7010
311 South West Avenue
El Dorado, AR 71731-7010

Telephone: (870) 862-8131 ext. 353
Direct to Pathways: (870) 864-8458
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EQUAL OPPORTUNITY STATEMENT – SouthArk does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

The college is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act 1973; and the Americans with Disabilities Act of 1990 (ADA), and all other federal and state laws related to equal opportunity practices.

Those having questions or seeking information regarding the college's compliance with and implementation of the aforementioned regulations should contact:

Equal Opportunity Officer c/o Human Resources
South Arkansas Community College
300 South West Ave.
El Dorado, AR 71730
(870) 862-8131, 1-800-955-2289

GENERAL INFORMATION

Career Pathways Origin

Career Pathways Initiative (CPI) is a federal program that offers assistance to families who have DEPENDENT children and are in need of economic assistance. On the federal level this program is called TANF, the acronym for Temporary Assistance for Needy Families. TANF in Arkansas is called TEA or Transitional Employment Assistance. In the past the federal program similar to this one was called Aid to Families with Dependent Children (AFDC).

Career Pathways Mission

The mission of the Career Pathways Initiative at South Arkansas Community College is to assist eligible adults in meeting education and employment training goals in order to acquire and maintain a self-sustaining job and career pathway in a high-demand, high-wage field.

Expectations of Career Pathways Participants

- Use this program to gain education and skills in a high-demand, high-wage field
- Find a career pathway for a job and ultimately a career
- Set educational and personal goals
- Take advantage of the support services that will lead to success
- Have good attendance and attitude
- **Meet with Pathways Counselor at least once a month**
- **Complete monthly employability workshops**
- **Check Blackboard/SouthArk e-mail and the Remind App for CPI information -- this will be the method of communication between the program and participants**
- Use the program after gaining employment as a way to gain support, problem solve, stay employed, and complete further steps on the Career Pathway Plan within the established eligibility guidelines
- **Agree to provide information related to employment for up to two years after completing the Career Pathways program**
- **Provide updated address/phone numbers within 5 days of change**

Your success is **your responsibility**. Pathways Staff is here to offer assistance as needed.

Criteria for Eligibility/Acceptance in to the Pathways Initiative

Students accepted for the Career Pathways Initiative (CPI) must meet the following criteria:

- Must be an Arkansas resident

AND

- Have dependent children (under 21 years old)

AND

- Have a family income of less than 250% of the Federal Poverty Level (FPL) – for a family of 4, this would equate to income less than \$65,500.
- Must have filed for Federal Financial Aid (Pell).
- Must **not** be in default on any student loans

The Department of Human Services verifies some students' information; **other verification will include checking a copy of the student's or parent's tax return transcript.**

Career Pathways is not an entitlement program. Even though an individual meets the basic criteria for eligibility listed above, CPI staff must determine if the program is the appropriate entity to provide services. This determination is based on the following:

- Employment status at time of application
- Chosen course of study – preference is given to Allied Health majors
- Previous certificates or degrees earned – must not have an associate's degree
- Must have filed for Financial Aid (Pell)

Student requirements to maintain enrollment/eligibility in Career Pathways after the first year include the following:

- **Submit documentation of FAFSA application and follow-up with financial aid**
- **Submit a current DHS Letter for verification of benefits.**
- **Submit a current tax transcript**

Documentation

Child Eligibility Requirements:

- Copy of Birth Certificate
OR
- Proof of Birth showing date of birth and parent's name
OR
- Adoption papers
OR
- Court-ordered documents

Financial Eligibility Requirements:

- Proof from DHS showing receipt of Food Stamps, TEA, Medicaid and/or ARKids.
- Must be verified by providing a copy of federal tax transcript. If the student is a dependent, a copy of his/her parents' federal tax transcript is required.
- If the student did not file taxes for the previous year, a low income verification form must be completed and notarized by the student.

All documentation and requirements are subject to change at the discretion of Career Pathways Initiative.

Enrollment

Applications and eligibility documents should be submitted by the **first Monday of August** for Fall Semester, by the **first Monday of December** for Spring Semester, and by the **first Monday of May** for Summer Semester. Additional students may be enrolled after these dates based on funding availability. All required documents must be on file in CPI's office in order to be considered for approved assistance through Career Pathways.

Completion of an application does not guarantee that you will be approved for the Career Pathways program.

Completing the Career Pathways Orientation on-line on Blackboard and earning an Employability Certificate is required for all Pathways students prior to receiving ANY financial assistance from CPI.

Assessment

Part of the Career Pathways enrollment process is to assist students with their career interest. All participants will be required to take an Interest Inventory found on O'Net. The results of the student assessment will be used to develop an Individual Career Plan (ICP) which remains in the student's file and is updated each semester as needed.

Denial to/Dismissal from the Career Pathways Initiative

The Pathways staff reserves the right to deny admission to CPI or discontinue assistance to a current student. Reasons for possible denial/dismissal may include:

- Student has a history of very poor academic performance.
- Student is disrespectful/abusive toward staff or other students.
- Student is on Pell Grant suspension or is in loan default.
- Student has reached his maximum lifetime limit for Pell grant.
- Student already has an Associate's or higher degree.
- Student is not seeking a certificate or 2-year degree in a high wage, high demand field.
- Student does not show commitment to a degree plan.
- Student does not attend class regularly.
- Students who have been enrolled **twice** and withdraw the **second time** **WILL NOT BE** allowed to enroll in CPI again.

Please be aware that funding is limited and services are not an entitlement.

Probationary Status

Students not complying with the provisions of their Responsibility Agreement will be placed on probation the following semester or for the remainder of the current semester. Services may be discontinued at the discretion of the CPI staff based on the area(s) of noncompliance.

Students will sign a Probation Notice to inform them of their status, area(s) of noncompliance, and corrective action required. A copy of the probation notice is included with this handbook.

Mandatory Meetings

The on-line Career Pathways Orientation is required for all Pathways students.

Students will be required to attend scheduled meetings with the Career Pathways Counselor, including an initial advisement session at the beginning of each semester and at least one appointment a month after that. **It is the student's responsibility to schedule and keep appointments at least once a month with the counselor to discuss progress.** Missed appointments, changes in scheduled appointments, or inquiries about appointment times should be handled by calling 862-8131, extension 353, not the CPI counselor.

After two "no show, no call" missed appointments with the Career Pathways' counselor, the student will be placed on probation for the remainder of the semester and all benefits will be suspended until the terms of the probation are fulfilled.

STUDENTS WILL BE REQUIRED TO CHECK THEIR SOUTHARK EMAIL DAILY FOR CPI ANNOUNCEMENTS AND INFORMATION.

Workshop Information

Students are required to complete at least one workshop a month through StudentLingo. Completion of the workshop is verified at the beginning of each month for the prior month. **Failure to complete a workshop will result in suspension of monthly benefits (i.e., laptop checkout, childcare assistance, gas vouchers, etc.).**

Change of Student Information

It is very important for the Pathways staff to have current and correct student contact information. Students who change mailing addresses, phone numbers, etc., need to contact the Pathways staff within 5 working days so that we can make the necessary corrections in the database.

Academic Advising

The Career Pathways Counselor will serve as the advising coach for CPI participants. Each participant is required to meet with the CPI Counselor before enrolling each semester. The Counselor/Advising Coach will assist with scheduling of classes, degree plans, and graduation applications. Students are encouraged to make an appointment with the CPI Counselor/Advising Coach to discuss any academic difficulty or issues.

PATHWAYS SERVICES

Students need to be aware that funds are limited and Pathways services are not entitlements.

Possible services available to Pathways Students who meet eligibility requirements:

- Career Counseling
- Tuition/Fees
- Mentoring Services
- Childcare
- Transportation Assistance (gas vouchers)
- Workshops
- Textbook Lending Library
- Calculators/Flash Drives
- Laptops w/internet access
- Job Referrals
- Uniforms/Background Checks
- Certification examinations

In order to receive **ANY** financial services from Career Pathways the following requirements must be met:

- Successfully complete the Career Pathways Online Orientation (must score an 80 or above on both assessments)
- Complete all requirements for the Employability Certificate: TABE score of 8.5 or higher in reading, language and math; Interest Inventory; updated resume; registering with DWS; Keyboarding – 20 WPM; computer literacy; 12 hours of job readiness training
- Keep an appointment each month with the CPI counselor or designee
- Complete at least one workshop per month through StudentLingo

To receive assistance with transportation and/or child care, you must be employed for a minimum of 1 hour per period of reimbursement (4 hours monthly) in addition to meeting the four requirements listed above.

PLEASE NOTE THAT THERE IS NO FINANCIAL ASSISTANCE FOR BASIC STUDIES CLASSES – English I, English II, Elementary Algebra and Intermediate Algebra.

It is acceptable to receive both CPI services and services from other providers (WIOA, Pell, Rehab, etc.) AS LONG AS THE SERVICES ARE DIFFERENT. For example:

- If you receive a gas voucher from CPI, you should NOT get a mileage check or any other form of transportation assistance from another provider.
- If you have WIOA and are using these funds to purchase textbooks, you are not eligible for book assistance from CPI.
- However, if you purchase your textbooks with WIOA funds and CPI assists you with tuition, there would be no problem.

ATTENDANCE REQUIREMENT

Attendance for both in-class classes and online classes **is required** if the participant receives any financial assistance from Career Pathways.

Childcare Information

In order to receive childcare through Career Pathways, a denial or waiting list letter from the Division of Child Care (DCC) must be in the student's file. CPI's assistance is limited to payment for **one child**, and **paperwork for childcare must be completed and signed prior to the beginning of each semester.** There is no childcare assistance for Basic Studies classes.

Allowable Charges:

We are only allowed to pay for daycare for students when they are in class or involved in a school related activity. We will not pay for holidays or days when the student is absent from school. In these instances, the parent is responsible to pay for that day. Also, if the student drops out of school and still takes his/her child to daycare, the student is responsible for any

expenses incurred from the last date of attendance. Any charges for which the student is responsible must be paid to the daycare before CPI will provide any additional assistance.

Students are required to turn in work verification and attendance forms, complete a workshop through StudentLingo, and schedule and keep an appointment with the counselor **each month** in order to be eligible for daycare assistance. If a student delays turning in work verification & attendance form, the payment for daycare will be delayed. If the student does not, for whatever reason, turn in work verification and an attendance form, does not keep an appointment with the counselor or complete a monthly workshop, then the student is responsible for daycare expenses for that month. **WE MUST HAVE WORK VERIFICATION AND AN ATTENDANCE FORM TURNED IN BY THE DUE DATE, A MONTHLY WORKSHOP COMPLETED, AND A MONTHLY APPOINTMENT KEPT WITH THE COUSELOR WITHIN THE BILLING MONTH IN ORDER TO PAY FOR DAYCARE EXPENSES.**

Gas Voucher Information

The gas voucher amount is based on the mileage from your home to school and is redeemable for **FUEL ONLY**. **No change will be returned.** This award becomes effective upon acceptance of the fuel award letter which is signed at the beginning of each semester. Gas voucher amounts are subject to change depending on the availability of funds. Please note that Basic Studies classes are ineligible for gas voucher assistance.

Every month a gas calendar is available on Blackboard. This calendar has the due date for your work verification and class attendance forms as well as the dates on which the vouchers can be signed. **Normally the vouchers will expire on the last class day each month; check the actual voucher for the expiration date.** If you turn in your documentation on the first Monday of the month (the actual due date), your voucher will be ready for signature two days later on Wednesday. If your documentation is turned in on Tuesday, your voucher will be available to be signed on the first Thursday of the month. If you wait until the first Wednesday or Thursday of the month to turn in your documentation, the voucher will **NOT** be available for your signature until the next Wednesday (second week of the month).

If you fail to turn in the work verification and class attendance forms by the deadline, you will not be eligible for a gas voucher for the month. **Failure to keep an appointment with the CPI Counselor (designee) at least once during the month and failure to complete a workshop through StudentLingo will also disqualify you from receiving a voucher.**

Because gas vouchers are to be used for travelling to and from school, **gas should only be purchased with your voucher on class days – Mondays through Thursdays.** Anyone who uses their voucher to purchase gas on Friday, Saturday, or Sunday will have their voucher revoked, and he/she will no longer be eligible for gas voucher assistance.

***This award is suspended during school holidays and spring break. It will also be discontinued for excessive absences.**

CPI forms/calendars and the CPI handbook are available on Blackboard for your convenience. Please refer to the calendar for deadlines and due dates.

Laptop Loaner Program

Currently the CPI program has 10 laptop computers equipped with internet access cards for checkout during the week. **Students wishing to utilize this program must have had an appointment with the counselor and completed a StudentLingo workshop in the prior month.**

Weekly usage is done on a rotating basis, and students must notify the staff if they are interested in being added to the list for rotation. Students are responsible for returning the laptop by the designated deadline. If a student is late in turning in the laptop, he/she will be ineligible for a laptop for the rest of the semester. Students are responsible for any damage to the laptop or the internet access card.

Tuition Assistance

In order to receive CPI assistance with tuition the following conditions must be met:

- All PELL funds must be exhausted
- GPA of 2.0 or above for the previous semester
- Tuition assistance is limited to **required classes** for the degree or certificate
- Priority will be given to students with Allied Health majors
- No tuition assistance is available for Basic Studies classes
- Must keep monthly appointments with the CPI counselor or designee
- Turn in attendance forms each month during the semester
- **Provide CPI with a detailed billing statement from the bookstore for the semester assistance is needed**
- Must complete monthly StudentLingo workshops
- Student must attend scheduled classes and maintain satisfactory academic progress (as stated in the signed student responsibility form)

Payment of tuition for one semester is not a guarantee of future tuition payments. Requests for assistance will be evaluated at the beginning of each semester. CPI tuition payments will be for tuition and fees for the current semester. Any drop/add fees or balances from previous semesters will not be covered.

Upon approval of a student's request for tuition assistance, an email will be sent to the business office (prior to the payment deadline) stating the amount that CPI will pay. The student will be sent a copy of the paperwork with the approved amount in sufficient time to make payment arrangements for the balance (if necessary).

Lifetime Maximum of Financial Aid (Pell) – If a student has met this limit and is ineligible for financial aid, CPI will be unable to assist with tuition. This will be looked at on an individual, case-by-case basis and assistance will depend on the availability of funds. CPI will only assist with one technical certificate or associate degree.

Textbook Lending Library

Students wishing book assistance must have had monthly appointments with the counselor and completed monthly workshops through StudentLingo. Books from the lending library are available on a “first come, first serve” basis, and students must submit a schedule in order to be considered for book assistance. Each semester a deadline to turn in schedules is determined and shared with students via email and Remind as well as on calendars posted on Blackboard. Schedules are date and time stamped, and available books are reserved for students in the order in which the schedules are received. Rental of any books not already in the lending library (up to two books per semester) will be dependent upon availability of funds. CPI will not purchase workbooks, lab manuals, e-books, or textbooks requiring access codes.

All books are to be returned at the end of the semester or **within three days of withdrawing from a class** unless other arrangements have been made. Failure to return all items to CPI as agreed upon and by the deadline will result in CPI placing a hold on the student’s account in the business office. **If Career Pathways has any additional costs due to extending rentals because the student has not turned in the book on time, the student will be responsible for paying these costs. Students will also be responsible for costs to replace damaged books.**

Please note that a schedule turned in for book assistance is an indication that you need us to reserve/order books for you, and we will work to assist you with this. **However, if for some reason you don’t use the books that we have set aside for you (for example, you decide to buy your books or you change your schedule) and you do not inform us of this, CPI will not assist you with books for the next semester. If this situation occurs a 2nd time, your eligibility for book assistance will be revoked and you will be ineligible for any books.** Please understand that books set aside for you and not used might have been of assistance to another CPI student, and we are trying to make the best use of limited funds in order to assist as many students as possible. Unused books sitting on our shelves or shipping costs incurred for returned books are not the best use of our monies.

Other Student Support Services

Students wishing assistance with such things as certification exams, scrubs, background checks, nursing graduation expenses, etc., must have fulfilled all requirements of the program including monthly appointments with the counselor and completion of monthly workshops through StudentLingo.

Each request for assistance in this area of Student Support Services will be looked at on an individual, case-by-case basis and assistance will depend on the availability of funds.



Arkansas Career Pathways Initiative
RESPONSIBILITY AGREEMENT
REVISED 06-26-20



As a participant in the Career Pathways Initiative, you are eligible to receive services and participate in activities that will increase your chances of succeeding academically and graduating. These services are offered at no additional cost beyond your regular tuition and fees as a South Arkansas Community College student. The program and staff will make this commitment to you. In return, we ask that you make the following commitment to us:

1. I accept responsibility for my own academic success and agree to attend classes regularly. I understand that I am to maintain satisfactory class attendance (as listed in the course syllabi).
2. I understand that the Career Pathways staff may confer with my instructors at any time concerning my attendance, my progress, and my grade. **However, it is my responsibility to get my attendance form signed by my in-class instructors each month and to send an e-mail to my online instructors requesting a progress report be sent to CPI Staff. I have been advised to copy CPI Staff on these e-mails.**
3. As a new CPI participant, I agree to complete Career Pathways Orientation on Blackboard.
4. I agree to attend an initial advisement session with my Career Pathways counselor at the beginning of each semester. **It is my responsibility to schedule and keep an appointment with my counselor at least once per month to discuss progress.**
5. **I understand that after TWO "no show, no call" missed appointments with my Career Pathways counselor I will be placed on probation for the remainder of the semester.**
6. I understand that my child(ren) cannot be brought to appointments with the Career Pathways staff.
7. I understand that any financial assistance offered by the Career Pathways Initiative is based on an "as needed" situation that will be determined by the Career Pathways staff, and that **services are not an entitlement.**
8. **I understand that no financial assistance will be provided until all requirements for the Employability Certificate and Orientation are completed.**
9. **I understand that I may receive CPI services at the same time that I am receiving other services (WIA, Pell, Rehab, etc.) as long as the services are different. Example 1: If I am getting a gas voucher from CPI, I should not get a mileage check or any other form of transportation assistance from another provider. Example 2: If I have WIA and am using that money to purchase textbooks, I will not be eligible for book assistance from CPI. Example 3: There is no problem if I use WIA funds to purchase textbooks and CPI pays my tuition.**
10. I agree to take any/all assessments necessary: Interest Survey/TABE/Accuplacer/Job Readiness Assessment.
11. I agree to complete at least 2/3 of my course load taken each semester **or be placed on probation.**
12. I agree to attend tutoring sessions in the Learning Center if an Early Alert is issued by my instructors.
13. I agree to participate in career exploration, financial aid advisement, counseling, academic advising, and workshops that are scheduled each semester as advised by Career Pathways staff.
14. I authorize the Career Pathways staff at South Arkansas Community College to obtain or exchange any records or data from the Student Records Office, Financial Aid Office, and /or any public service agency pertinent to my participation in the Career Pathway Initiative. I understand that my records are treated confidentially.
15. I agree to advise the Career Pathways staff of any change of address, phone number, or school/employment status within 5 working days.
16. **I understand that if my semester grade point average drops below a 2.0, the services that are offered to me will be discontinued and I will be placed on probation for the following semester.**
17. I agree to return any books purchased with Career Pathway funds to the program at the end of the semester **by the pre-determined deadline. If I withdraw from a class, I understand that I must return any CPI books within 3 days. Failure to do so will result in a hold being placed on my Southark account and ineligibility for book assistance.**
18. **I understand that StudentLingo workshops are required monthly, and if I fail to complete at least 1 workshop each month, CPI benefits (i.e., gas vouchers, childcare, laptop program) will be suspended.**
19. **If I fail to comply with the above obligations and responsibilities, I understand that I will be dismissed from the Career Pathways Initiative.**

Signature of Student

Date

Career Pathways Staff

Date



PROBATION POLICY

It is the policy of the Career Pathways Program at SouthArk to assign the status of probation to any CPI student for any of the following reasons:

- Semester GPA falls below a 2.0
- Fails any class/classes during an academic semester
- Withdraws from more than two thirds of his/her course work in a semester
- Is not meeting the student responsibilities as stated in the signed Responsibility Agreement

Students placed on probation will be released from receiving Career Pathways assistance for one semester or until terms of probation have been met.

Reason(s) for being placed on probation:

To be removed from probation designation, the student must meet all of the program performance standards required by the CPI Counselor.

Procedure:

1. CPI counselor will inform the student in writing that he/she is being placed on probation. The letter will include class/classes, grades, and/or reasons for being placed on probation.
2. The letter will go to the student with copies in the student's file.
3. The student is responsible for making an appointment with the counselor to discuss terms of the probation.
4. The student must, at the end of the probation period, meet with the CPI counselor to discuss reinstatement of financial benefits.

I have read and understand the probation policy for the Career Pathways program in South Arkansas Community College.

Student Signature

Date

Career Pathways Staff

Date

IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS

Tax Filers can request a transcript, free of charge, by ordering by telephone request.

Telephone Request Instructions:

- Call the IRS at **1-800-908-9946**.
- Tax filers must follow prompts to enter information.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter the year requested (for example – 2017).
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.



CAREER PATHWAYS WORK VERIFICATION

NAME _____

SSN _____

WEEK(S) OR MTH/YR <u>2020</u>	EMPLOYED Yes or No	Employer OR Self-Employed <i>*If self-employed, what job(s) did you perform?</i>	Number of Hours Employed <u>AND</u> Total Amount Paid OR Wage Per Hour	Actual Work Dates <i>*Indicate calendar dates when self- employed work performed</i>	Signature of Employer OR Attach Check Stub(s) <i><u>*If self-employed, signature of person who paid for services provided.</u></i>	Phone Number of Employer <i>*If self- employed, phone number of person who paid for services.</i>
SEE EXAMPLE BELOW						
May, 2020	No	Self-employed— Babysitting	4 hrs @ \$5 an hr. OR 4 hrs @ \$40 a month		Signature of employer (EMPLOYER SIGNS)	Phone number of employer
May, 2020	Yes	COMPANY'S NAME	SEE ATTACHED (Copy of check stub)			

Date Attendance Form
DUE:

June 1, 2020



Gas: _____

Gas & Daycare: _____

Daycare: _____

ATTENDANCE FOR (Student's Name) Completed by Student

Month of August, 2020

CLASS SCHEDULE	DATES MISSED (MM/DD/YY) *Only list days MISSED	Instructor's Signature	Number of Days Missed
<u>Completed by Student</u>			

INSTRUCTORS' COMMENTS (Including Grades and Class Progress for the Month): _____

PLEASE ONLY LIST DATES MISSED. The student is considered present unless otherwise noted above. Turn this form in with your work verification each month.

**** Failure to turn form in may result in benefits being withheld. Form MUST be signed by CP Counselor before it can be turned in – give to the Counselor or Staff member. Do not leave it to be picked up later!**

Student Signature _____ Date _____

Career Pathways Counselor _____ Date _____