



COOPERATIVE EDUCATION PROGRAM

WORK EDUCATION AGREEMENT ADJUSTMENT TO HOURS

- Adjustments are sometimes necessary to a student's hours as stated on the Work Education Agreement form completed at the beginning of the program.
- It is the responsibility of the student to inform the Cooperative Education teacher and parent/guardian **before** adjusting the hours at the placement for an unscheduled period of time.
- Complete the information required and attach it to the original Work Education Agreement form.
- This is to be kept on file in the Cooperative Education Office at the school.

STUDENT NAME: _____

COURSE: _____ DATE: _____

SCHOOL: _____ TEACHER: _____

PLACEMENT: _____

SCHEDULE ADJUSTMENT

DATES: _____

NEW HOURS: _____

Student Signature

Parent/Guardian Signature

Employer/ Supervisor Signature

Teacher/Monitor Signature