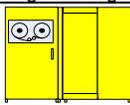
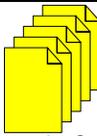
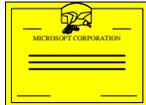




Work Ethic Certification: School Logistics

Tasks	Details	Comments
 School Pledges Commitment	<ul style="list-style-type: none"> School submits the <i>Participating School Fact Sheet</i> and identifies the Designated School Liaison (DSL). Timeframe: August through September 	Documents are submitted to local Workforce Board or Indiana Department of Workforce Development (Attn: Patty Vann)
 Student Assembly	<ul style="list-style-type: none"> Each participating school hosts an assembly for eligible students to inform them about the WorkEthic Certification initiative. Information packets are distributed. Deadline for the return of the <i>Student Intent to Participate Form</i> will be announced, as well as the Designated School Liaison. Timeframe: August through September 	Information packets contain: - <i>Program Overview</i> - <i>Student Intent to Participate Form</i>
 Student Form Submission	<ul style="list-style-type: none"> The <i>Intent to Participate Form</i> must be completed with parent and student signatures and returned to the DSL. DSL may distribute Project Documentation Forms and Student Evaluation Forms at this time or in March or April. Timeframe: September through October 	- <i>Community Service or Internship Documentation Form</i> - <i>Student Evaluation Form.</i>
 Program Begins	<ul style="list-style-type: none"> The WorkEthic Certification observation period begins Timeframe: October 1st or the first school day in October. 	
 Data	<ul style="list-style-type: none"> DSL enters student data into database for documentation and tracking purposes. Timeframe: Upon commencement of observation period 	IDWD will provide the Excel template.
 120 Days	<ul style="list-style-type: none"> All participants must complete a 120 day observation period within a single school year in order to achieve the WorkEthic Certification. Timeframe: October thru mid April 	IDWD will allow flexibility in the 120 day requirement during the pilot
 Community Service Forms	<ul style="list-style-type: none"> The <i>Community Service or Internship Documentation Form</i> is returned to Designated School Liaison. Timeframe: April 15th 	
 WorkEthic Certifications Awarded	<ul style="list-style-type: none"> Student Evaluation Forms are completed for all participants Results are entered into Excel spreadsheet and sent to IDWD. IDWD prints and mails certificates to the schools. Timeframe: April 15th thru April 30th 	