



School-to-Work (STW) Career-Related Learning Program

Student Referral Form

Students interested in participating in either of the activities listed below should be in seventh grade or above, have prior parental release, and have transportation to and from the worksite. All career-related learning assignment requests must be referred by a school representative. Please check the career-related learning experience of interest:

- Site Visit:** one to three hour tour of the workplace; or
- Job Shadow:** three to six hours of a mentor relationship.

STUDENT SECTION

Student Name _____ Date _____

Grade Level _____ Gender _____ Ethnicity _____ Social Security No. _____

Special Needs _____

School Name _____

SCHOOL REPRESENTATIVE SECTION

School Representative's Name _____

Mailing Address _____

Daytime Phone Number _____ Fax Number _____

Email _____ Best time to contact _____

Is this a school-sanctioned work-based learning experience? Yes No

Indicate student's area of interest _____

Please provide a preferred date and time for the Job Shadow or Site Visit, allowing at least two weeks advance notice. _____

Office Use Only: To be completed by the DOC School-to-Work Coordinator

DOC Representative _____

Phone Number _____

Fax Number _____

Department of Corrections
ATTN: STW Coordinator
1793 13th Street SE
Salem, OR 97302-2599
Phone: (503) 378-6013, X7155
Fax: (503) 378-5449