



# COOPERATIVE EDUCATION PROGRAM

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## 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 \_\_\_\_\_

DATES: \_\_\_\_\_ NEW HOURS \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Employer/ Supervisor Signature

\_\_\_\_\_  
Teacher/Monitor Signature