



Greater Lawrence Technical School

# Cooperative Education Procedures

## Checklist

To be completed by Cooperative Education Liaison

Date Completed

- \_\_\_\_\_ Initial meeting with employer
- \_\_\_\_\_ Receipt of signed Cooperative Education Agreement
- \_\_\_\_\_ Receipt of Worker's Compensation Insurance Binder
- \_\_\_\_\_ Receipt of CORI/SORI forms and copies of driver's licenses
  - \_\_\_\_\_ Supervisor 1
  - \_\_\_\_\_ Supervisor 2
  - \_\_\_\_\_ Supervisor 3
- \_\_\_\_\_ Receipt of favorable CORI/SORI result
- \_\_\_\_\_ Site Safety evaluation completed by lead shop instructor
- \_\_\_\_\_ Start date of student A
- \_\_\_\_\_ Start date of student B
- \_\_\_\_\_ Initial check in with employer via telephone/email
- \_\_\_\_\_ Quarter 1 Supervisory visit (cooperative education liaison)
- \_\_\_\_\_ Quarter 2 Supervisory visit (program representative)
- \_\_\_\_\_ Quarter 3 Supervisory visit (cooperative education liaison)
- \_\_\_\_\_ Quarter 4 Supervisory visit (program representative)

***These guidelines have been set forth by the Greater Lawrence Regional Vocational Technical High School district in accordance with the requirements of the Massachusetts Department of Elementary and Secondary Education (DESE).***