

Apprentice Period Request Form 2017-2018

An apprentice period is granted to students who have a demonstrated need or a plan for constructive use of that time. Students must meet with the senior counselor and the principal to discuss their plan for the use of the time. Examples of constructive use of this time include, but are not limited to the following:

- A prearranged internship in a local business or agency
- A prearranged part-time job
- An ongoing service in an established agency such as the food bank or city government
- A prearranged off-campus special program of study or training
- A prearranged service on campus to a teacher or administrative office

Depending on the time requirements and the opportunity available, students may request apprenticeship periods for one semester or both semesters. In rare instances, some students may be eligible for two apprenticeship periods.

Students must be in good academic standing, must have completed or be scheduled for completing all requirements for graduation, and must have a demonstrated record of responsibility and reliability. They must also secure the permission of their parents or legal guardian and must agree to continue the apprenticeship period plan for the entirety of the semester or year.

The St. Paul's schedule of classes presents unique challenges to students seeking internships, jobs, or volunteer opportunities that require specific hours of attendance. Students should consult with the supervisors of these groups to make sure they clearly understand the scheduling limitations of our students and are willing to accept a flexible work/service schedule.

Apprentice Period Checklist: (see reverse side)

_____ Parent/Guardian Request Form

_____ Brief written description of the plan

_____ Contact information for job/internship/volunteer position if off campus

_____ Counselor confirmation of good academic standing

_____ Dean of Students confirmation of student character

Please turn in the completed form to Mr. Watkins or Mrs. Miller by Friday, July, 14th

Parent Request Form

I, _____, parent/legal guardian of _____, request that my son be granted an apprentice period for the purpose stated below. I understand that this opportunity may require off-campus time unsupervised by St. Paul's School personnel as well as travel to and from this off-campus site in vehicles not driven by St. Paul's School personnel.

Signed _____ Date _____

Apprentice Period Plan: Briefly describe what you intend to do during your apprenticeship period and how this would benefit you more than an additional elective class.

Off Campus Contact Information

Name of Off-Campus Location: _____

Address of Off-Campus Location: _____

Person Responsible: _____ Phone Number for Contact: _____

Beginning Date _____ Ending Date _____

Counselor Confirmation of Good Academic Standing

_____ is in good academic standing and has completed or is enrolled in all necessary classes for graduation.

Current GPA: _____

Counselor Signature: _____ Date _____

Dean of Students Confirmation of Student Character

_____ is considered responsible and reliable enough to pursue an off-campus work, internship, or volunteer position outside of the direct supervision of St. Paul's personnel.

Dean of Students Signature: _____ Date _____