**HOME VISIT CHECKLIST**

Suggested CBI student file information: (some information not contained in student’s school file may be obtained during home visit)

Copies of:

'Birth certificate

'Social security card

Student’s records:

 'Grades

 'Proficiency scores

 'Suspensions/expulsions

 'Attendance

'Current school year schedule

'Student CBI application

'Photo of student

'Training plan

'Training agreement

'Permission forms

'Emergency medical form

'Work permit application forms

 Home visit suggested items:

\_\_\_\_\_\_ (2) Folders for paper work (one for family, one for CBI coordinator’s file)

\_\_\_\_\_\_ (3) Ink pens for signing forms

\_\_\_\_\_\_ Teacher/coordinator business cards

\_\_\_\_\_\_ Program overview pamphlet

\_\_\_\_\_\_ Student records (credits earned, past grades, proficiency results, graduation requirements, etc. to be shared with student and student’s family)

\_\_\_\_\_\_ For younger students, take information on admission to local career technical schools

\_\_\_\_\_\_ Student’s class schedule

\_\_\_\_\_\_ Student application form (Can be form student completed in spring)

\_\_\_\_\_\_ (2) Student and Parent Contract

\_\_\_\_\_\_ (4) Training agreement (either WECEP or non-WECEP)

\_\_\_\_\_\_ Class rules and guidelines

\_\_\_\_\_\_ Parental permission forms for field trips and/or job shadowing

\_\_\_\_\_\_ Computer usage permission forms

\_\_\_\_\_\_ Emergency Medical Form

\_\_\_\_\_\_ School Parking permit application

\_\_\_\_\_\_ Work permit application forms

\_\_\_\_\_\_ Arrangements to get a photo copy of student’s Social Security Card and birth certificate (if needed)