Guilford County Schools
Statement of Understanding for Enrollment in the Occupational Course of Study (OCS)

I understand that successful completion of the Occupational Course of Study requires that the following expectations be met:

- Passing grades in all required OCS coursework:
  - Occupational English I-II-III-IV
  - Occupational Math I-II-III
  - Occupational Preparation I-II-III-IV
  - Life Skills Science I-II
  - Social Studies I-II
- Passing grades in Health/Physical Education
- Passing grades in four Career Technical Education courses
- 300 hours of successful school-based vocational training hours
- 240 hours of successful work-based vocational training hours
- 360 hours of successful competitive employment hours
- Completion of a Career Portfolio containing all required components
- Completion of Individual Education Program (IEP) goals and objectives
- Completion of the computer skills proficiency requirement established by the Individual Education Program Team
- Any other local requirements

I understand that in order for competitive employment hours to be counted toward meeting the requirements for the Occupational Course of Study the placement must meet the following guidelines.

- All employment placements must have prior approval from the Transition Facilitator if the hours are going to count toward graduation.
- All employment placements must be in an integrated setting within the community.
- All employment placements must involve the student actually being hired by a company and being included on the company payroll.
- Student must be paid at or above minimum wage for all work performed.
- The employment placement must meet Child Labor regulations under the FLSA.
- The employment placement must be open to evaluation of student performance by the Transition Facilitator, Job Coach, or the employer.
- Employment placements should be in alignment with the student’s chosen career pathway and post-school employment goal.
- Students may receive supported employment, if needed.
- To be counted as “successful,” competitive employment the student must receive average or above average evaluations on job performance.

I understand that students are expected to complete the vocational training requirements of the Occupational Course of Study in a manner that involves moving from school-based training to work-based training culminating in competitive employment during the last two years of high school. I understand that students and their family members are expected to work collaboratively and cooperatively with school personnel in obtaining and maintaining a competitive employment placement. This may involve, but is not be limited to, participation in transition planning meetings, follow-up on referrals to outside agencies, provision of transportation outside of
school hours, submission of pay stubs for competitive employment, and completion of all required paperwork for the school and service providers.

I understand that obtaining a competitive employment placement may require collaboration with the following agencies:

- Social Security Administration if SSI or SSDI payments are being received;
- Vocational Rehabilitation, if supported employment, community-based work adjustment, or any other service related to competitive employment is needed;
- Mental Health, if case management is needed;
- The ARC of High Point or The ARC of Greensboro for job coaching;
- TEACCH Center for job coaching.
- Any other agency necessary for effective job placement

I understand that in order to obtain competitive employment a valid social security number or appropriate work permits from U.S. Immigration will be required.

I understand that a work permit from the Department of Social Services will be required if employment is being obtained for a student under the age of 18.

I understand that successful completion of the Occupational Course of Study will result in the awarding of a high school diploma that is based on the completion of an adapted course of study. The Occupational Course of Study is designed to prepare students for employment and is not considered appropriate for any student who plans to enroll in a curriculum major at a community college or four-year university. However, students may still be eligible for other non-curriculum programs at community colleges, such as compensatory education, continuing education, and adult basic education classes.

I understand that successful completion of the requirements for the Occupational Course of Study may require enrollment in school longer than the traditional four years.

The above information was explained on ______________ by _____________________ and all parties have indicated their understanding.

Student Signature: ________________________________

Parent/Guardian Signature: ________________________________

LEA Signature: ________________________________

Regular Education Teacher Signature: ________________________________

Special Education Teacher Signature: ________________________________

Date copy sent to parent/guardian: ________________

**File in the current packet behind the OCS Recommendation Form**