

Off-Campus Coordinator Recommendation

The Off-Campus Coordinator must complete this form and submit it to CAREERS. As the teacher, you are screening the applicant for suitability to the program and as a representative of your school in the community.

Student Name : \_\_\_\_\_

Trade of Choice: \_\_\_\_\_

- 1. Is this student on track to graduate at the end of Grade 12? Yes No
2. Is this student passing all courses? Yes No
3. Is this student enrolled in high school courses that meet the recommended path for the trade entrance requirements as outlined by Alberta Apprenticeship and Industry Training? Yes No
4. Does this student have a good attendance record (one an employer would appreciate)? Yes No
5. Does this student have an excellent conduct record (no discipline issues)? Yes No
6. Which of the following safety courses has the student completed? HCS 3000 HCS 3010 CSTS First Aid Other

IMPORTANT

Please check each box to the right to ensure student application is complete before you submit. It must include:

- Teacher Recommendation
OCC Recommendation
Resume
Cover Letter
Signed Parental Consent on page 2

Additional Comments: (Required if student is under the age of 18 at time of signing.)

Three horizontal lines for additional comments.

Off-Campus Coordinator Name \_\_\_\_\_

Off-Campus Coordinator Signature \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Summer Contact Person: \_\_\_\_\_

