

## Work-Based Learning Summary Sheet Procedures and Format

It is a requirement of the State Board of Education and Department of Labor and Workforce Development (DOL&WD), that training agreements be completed for all students enrolled in, or receiving credit, in Work-Based Learning (WBL).

All teachers/coordinators are to complete two (2) copies of the training agreements for each student. These are filed as follows: 1 copy to Employer; 1 copy to School File

All teachers/coordinators are to complete and submit **electronically** a summary sheet and direct any questions to:

Sheila Carlton, Consultant  
Tennessee Department of Education  
4th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0383  
(615) 532-2839

Individual training agreements are **not** submitted to the state.

All summary sheets are due in to the state consultant before:

October 15 - first term

March 1 - second term

In an effort to more effectively process summary sheets, a common format for submitting these forms must be utilized. The format is as follows:

1. Alphabetize names on summary sheets by students' last name.
2. There must be a training agreement on file at the school and with the employer for every name on the summary sheet. These files are subject to audit.
3. The appropriate activity section must be checked.
4. Related course in which credit is earned must be listed.
5. All required signatures must be on the training agreements and summary sheets.
6. The new jobs or job changes must be indicated.

With the tremendous number of WBL students, it is imperative that consistency is developed and maintained.

Summary sheets will be checked for specific information and job relation to course. Those that do not contain all the required information will be returned to you for revision. Based on the number enrolled in the work-based component, jobs will be evaluated to ensure that placements are related to the course. To allow some flexibility, programs with ten (10) or more placements will be allowed to have a minimum of eighty-percent (80%) related placements, that is a maximum of twenty-percent (20%) of placements non-related. All non-related placements will still be noted. If any job is in violation of safety guidelines/laws, the school system will be notified and the summary sheet returned with a request for immediate compliance. Summary sheets will be returned to teachers and LEA directors if there are questions and/or concerns.

Summary sheets may be uploaded **electronically** by the principal to the state consultant by selecting Upload Summary Sheet on the Work-Based Learning Web page. Teachers will receive specific information about the upload process at the training. Career & Technical Directors also may upload the sheet by selecting either Upload Summary on the WBL page or by logging onto Directors' Downloads on the Career and Technical Education Home page and then selecting WBL Uploads.

**Uploaded files may not reach the state office if they are not named properly.** If you have questions about how to name a file, you can contact Tina McNeal (615-532-6219, [tina.mcneal@tn.gov](mailto:tina.mcneal@tn.gov)) or Sheila Carlton for assistance.

While a Word and a PDF version of the summary sheets are both available, we prefer that you use the Word file if at all possible, because the format will download information into our database.

**Directions for naming uploaded files:**

1. **Each file must have a unique name.** (In other words, no two files should have exactly the same name. Steps 7-9 below are designed to make sure that each file has a different name. These will address such situations as a coordinator who files for more than one class, a system which has more than one school with WBL coordinators, or a school which has more than one WBL coordinator.)
2. **Do not leave any blank spaces in file names.** Use either an underscore between parts of the name or run the parts of the name together without separating each part.
3. **Each file name begins with six special characters: 3 letters and then 3 numbers.**
4. Select the **first three letters** of the file name appropriate to the coordinator's area:
  - a. Teaching and Learning: begins **WTL**
  - b. Special Education begins **WSP**
  - c. Career Technical begins **WCT**
5. **Change the 3 zeros after the 3 letters to your system number.**
6. **Enter Sum\_yyyy (yyyy: school year, for example enter 0809 for school year 2008-2009)**
7. **Enter your school name - Limit this entry to 6 characters - so abbreviate as needed.**
8. **Enter an individualized 2-character designation for each WBL coordinator in the school.** (This can be the coordinator's initials or each coordinator can be assigned a number.)
9. **Enter a number for each class submitted: 1, 2, 3, 4....** by the coordinator.
10. Sample file name: **WTL000\_Sum\_0809\_School\_AB1**

Your assistance and cooperation is greatly appreciated.

Copy to State Office  
October 15  
March 1

WORK-BASED LEARNING  
SUMMARY SHEET

Date Received By  
SDE

Work-Based Activity: (check one)

☐ Apprenticeship (Registered)

☐ Clinical

☐ Cooperative Education

☐ Service Learning

☐ Transition

Related Class: \_\_\_\_\_

(Course Title)

\_\_\_\_\_

(Course Code)

Teacher Name: \_\_\_\_\_

Coordinator's Name (if not teacher of related class): \_\_\_\_\_

School Name: \_\_\_\_\_ System: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

We do hereby certify that training agreements are on file at the training agency and school for each WBL student listed below. (Files are subject to audit).

Teacher Signature (related course): \_\_\_\_\_ Date: \_\_\_\_\_

WBL Coordinator Signature (if not related class teacher): \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student	Employer	Type of Business/Classification	Job Title	Competency performed at the WBL experience that relates to classroom instruction	Hourly Wage (if applicable)
EXAMPLES					
John Doe	Dillards	Department Store	Sales person	Balance cash draw at end of work shift	\$ 5.25
John Doe	Daily News	Newspaper	Copy Assistant	Demonstrates correct use of proofreader marks	\$ 6.00
John Doe	Red Cross	Non-profit	Volunteer	Use problem solving techniques to interact with others	Non-paid
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\*Please insert an asterisk by the name of the student if this is a job change for that student.