



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

**Place of Employment:** \_\_\_\_\_

**Corresponding HS Class:** \_\_\_\_\_

## FHS Co-op Sign-up Procedure Flow-Chart

Determine Eligibility with counselor: Jr/Sr. Room in schedule. Class taken/taking that links with job.

**Coordinator:**

James Hardenbrook

517.223.6111

[hardenbrookj@fowlervilleschools.org](mailto:hardenbrookj@fowlervilleschools.org)

Pick up Paperwork from Mr. Hardenbrook/School Website/Counselor.

Read over co-op guidelines. Many questions can be answered here: eligibility-procedures-release time etc.

Complete all paperwork/job-site insurance provider-policy numbers and signatures.

At any point contact Mr. Hardenbrook with questions.

If paperwork completed correctly- Mr. Hardenbrook sets meeting with work supervisor.

Return paperwork by deadline. School in session-Mr. Hardenbrook. Summer-Main Office.

Mr. Hardenbrook and potential co-op student meets with counselor to adjust schedule.

**Procedure Complete!**