

**CUYAHOGA VALLEY CAREER CENTER
 INTERNSHIP / EARLY PLACEMENT / APPRENTICESHIP CHECKOUT FORM**

Instructions: Return this fully completed/signed form along with the Internship / Early Placement / Apprenticeship Agreement/Training Plan, and Job Site Evaluation to Job Placement at least (2) two school days before you plan to leave.

Student Name _____ Program _____

Section 1. To be completed by Job Placement

Year 1 Absences: _____ Year 2 Absences: _____ Total Absences: _____

Year 1 Grade: _____ Year 2 Grade: _____

Fees Owed: _____ Notes: _____

 Job Placement Office Signature _____ Date _____

Section 2. To be completed by Instructor

Textbook / Materials / Tools Missing / Fund Raising	Replacement Cost
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

Total Replacement \$ Due= \$ _____

UNIFORMS	CIRCLE or ADD # of UNIFORMS MISSING			
	0	1	2	3

 Instructor's Signature _____ Date _____

Section 3. To be completed by Treasurer's Agent

Uniforms	\$	Total Section 1	\$
Other	\$	Total Section 2	\$
		Total Due	\$
Total Section 2	\$	Notes:	

 Treasurer's Agent Signature _____ Date _____