

Work-based Learning Data Procedures Checklist

Below are steps to report Work-based Learning data to the Career and Technical Education (CTE) Department in Dorchester School District Two. This process is applicable for an individual student, a group of students, or an entire class of students.

Part 1 - Define

1. Determine if the activity is a Work-based Learning (WBL) activity or an Extended Learning Opportunity (ELO) activity by using the “Work-based Learning Overview and Key Points” document.
2. Use the “Work-based Learning Overview and Key Points” document to determine the category of WBL the activity is related to.
3. ELO’s do not need to be reported to the CTE department in DD2.
4. All WBL activities are placed in one of two categories and will be reported to CTE:
 - a. Career-Ready WBL (Apprenticeships, Internships, or Co-Ops)
 - b. General WBL (7 categories)

Part 2 – Track (with Documentation)

1. Apprenticeship, Internship, and Co-Op Documentation Need:
 - a. SC Work-based Learning Training Agreement/Evaluation Plan
 - b. Hourly Timesheets
 - c. Student/Parent Permission Form
 - d. Required Assignments (only if student wants to have WBL added to their transcript)
 - e. *Optional* - Any additional information relevant to the work experience
2. **All WBL activities** need the following information documented:
 - Student Name(s)
 - Start and End date of activity
 - Site name
 - Student grade
 - Teacher of record
 - Does the student receive special services?
 - Was this activity a Paid activity?
 - Does the student receive the WBL course credit?

Part 3 – Report

1. Log into district Microsoft Account to complete the reporting form. Form is only for DD2 employees.
2. Go to the CTE website – www.DorchesterAdvance.com
3. Go to the TEACHER tab, scroll until you see the Work-Based Learning Reporting Forms Section
4. CLICK on your school’s form
5. Complete the form for an individual student, a group of students, or a class of students.

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6. The final question of the form asks for “any documentation for this student regarding this specific WBL experience”
 - a. Single student activity - Please upload a copy of the student’s timesheets
 - b. Group or Class activity - Please upload a student roster
 - c. Group or Class activity - Please upload student’s timesheets
 - d. Co-Op, Intern, or Apprentice activity - Please upload the student’s SC Work-based Learning Training Plan (located on www.DorchesterAdvance.com)
7. Once the form is submitted, any additional information that is needed will be requested by the district CTE staff or your school CTE administrator.
8. All WBL Data Forms are collected each 9-weeks and reported quarterly into PowerSchool by district staff, school CTE administrator, or school SYSOP.