Elk Grove Unified School District
Career Technical Education Program
STUDENT CONTACT INFORMATION

STUDENT INFORMATION:

Student Name

Address

City, State, Zip Code

Phone Social Security Number

High School

EMERGENCY INFORMATION:

Explore CTE Instructor Name Phone #

Explore CTE Administrator Name Phone #

Parent/Guardian Phone #

EXPLORE CTE PROGRAM INFORMATION:

Explore CTE Course Title

School/Location Room #

EXPLORE CTE CLASSROOM SCHEDULE:

Days Time

WORKSITE INFORMATION:

Company Name

Address

City, State, Zip Code

Supervisor

Phone Number

ALTERNATE SUPERVISOR CONTACT INFO:

Name Phone #

CONTACT PERSON FOR VARIABLE SCHEDULE:

Name Phone #

STUDENT'S WORKSITE ASSIGNMENT DATES:

Start Date End Date

STUDENT'S WORKSITE SCHEDULE:

Sun./Time: _____

Mon./Time: _____

Tues./Time: _____

Wed./Time: _____

Thurs./Time: _____

Fri./Time: _____

Sat./Time: _____

This agreement will remain in effect as long as the below-signed student is performing training activities.

Student Signature Instructor Signature Worksite Supervisor Signature

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District Superintendent

Distribution: **White** – Instructor ♦ **Yellow** – Supervisor ♦ **Pink** – Student

Instructions to Employer for Handling Injured EGUSD CTE Students

1. **Emergencies**
    a. Extreme emergencies are:
        1. Excessive bleeding
        2. Stoppage of breathing (start artificial respiration)
        3. Ingestion of poison
    b. In these cases an all cases of major/life threatening injuries, phone 911.
    Then:
        1. Immediately inform the CTE instructor
        2. If you cannot reach the CTE instructor, call the CTE administrator.
        3. If none of the above are available, call the CTE Office at (916) 686-7709

2. **Minor Injuries**
    a. For students who are injured or involved in an accident, no matter how minor, call 801-9908.
    b. Minor injuries may be handled locally, but notification as per above instructions must be followed in all cases.

3. **Illness**
    a. If a student becomes ill while at a training site, inform the CTE instructor or other CTE personnel as outlined above.

The following is applicable only to Worksite – Unpaid, not CVE:

4. **Student Accident Reports – Call 801-9908 or 686-7775 for instructions.**
    a. The CTE instructor must fill out the "Report of Student Accident"
    b. Elk Grove USD will provide coverage for Liability and Worker's Compensation Liability for medical benefits for students injured during the training activities, provided the student is an unpaid employee. Please provide the necessary medical attention and assist the instructor in complete the necessary accident reports.

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