

STUDENT SCREENING

Rubric Scoring Sheets

1. Rubric scoring sheets should be sent in with applications.
2. The information on the rubric is based on the last year of school previous to entering the youth apprenticeship program.
3. Scores of 19 and under should not be forwarded into the Dane County Office.
4. It is the responsibility of each school-based coordinator to communicate the result of the screening process to the student and parent.
5. Students receiving a score of 20-21 will be allowed in if they are hired by a business. These students will be on probation for the first semester. At the end of first semester the school-based coordinator should review the rubric form and make a decision as to whether or not the student continues in the program. For example, a student enters the program on probation due to an excessive amount of absences. The student while on probation must have excellent attendance at the high school, related instruction, and the work site. Any district that has a student entering into the program on probation will only be billed for half the total amount. Once the student is off probation the additional amount will be billed.
6. If a student wishes to grieve their application non-acceptance in the youth apprenticeship program, they may request in writing a meeting with the Dane County Area Youth Apprenticeship Coordinator. The meeting will also be attended by a youth apprenticeship business representative and a school based coordinator from outside the home district. This group will make a decision as to the student's application procedure into the program. The procedure will also be dependent on job procurement. If hired by a business the student must meet requirements needed to successfully complete the program. The student will enter as a probationary student. At the end of the semester the student will again meet with the group above to review their progress.