

Guidelines for Student Work Study Identification Cards

The Akron City Council ordinance remains in effect regarding students who are on early release. Any students ‘found in the streets’ during restricted hours (8:00 AM-2:30 PM) **without a Work Study Identification Card (ID)** will be detained by the Akron Police Department. Students must be headed for their place of employment or headed home IMMEDIATELY after leaving school during designated work hours, as identified on the ID. Accordingly, the following procedures have been put into place:

- IDs **MUST BE SECURED FROM** the Office of Career Education when a student is eligible for early release for:
 - Internships (distributed when Internship is confirmed in the Career Education Office)
 - Early Job Placement (distributed after Career Education Office signs Training Agreement)
 - Work Study (distributed to each Teacher-Coordinator; available in August)
- TYPE or CLEARLY PRINT the entire ID:
 - Please establish your own numbering system which will assist in accountability.
 - Keep a record of student numbers
 - Both the signatures of the student AND the teacher are required
- To extend the life of the ID card, please laminate them in your building.
- A new ID should be issued, with a different number, if school dismissal changes.
- Students who have reached the age of 18 must have an ID as do students under the age of 18.
- The cost of issuing a LOST ID is \$5.
- All IDs must be collected from students who leave your program.
 - Contact the parent/guardian in an attempt to secure the ID.
 - If the above fails, report to the unit office on a pink card, for disciplinary action, any student who fails to return his/her ID.

If you have any questions, please call Carol Healy @ 330-761-3135.

1999-2000 Akron Public Schools WORK STUDY STUDENT	
Student Name (print or type)	Student Home School
Student Address	Program Name Program Release Time
Telephone Number	Teacher Signature
Social Security Date of Birth	Student Signature

