

# Program Referral Process

## Guidelines

Please use the following guidelines as the process for referral:

- 📍 Students must be in the 11th or 12th grade.
- 📍 Students must be at risk of not graduating with their peers due to credit deficiency, not passing the proficiency exams, or extenuating circumstances at school or home
- 📍 Students must be referred by a school counselor.
- 📍 Students must complete (legibly) the Learning & Earning Program Agreement form.
- 📍 Students must provide their own transportation.
- 📍 Students are placed at jobs close to school and home.
- 📍 Students who are not U.S. citizens must show proof of resident status with US Permanent Resident card.
- 📍 Students must show proof of eligibility to work in the US

Please ensure that the students referred meet the above program qualifications.



*"The Learning and Earning Program inspires me to graduate in high school, makes me want to go to college and provides me with a good opportunity to work"*  
- High school junior