

## Credit Audit Worksheet

**Student** \_\_\_\_\_ **DOB** \_\_\_\_\_ **School** \_\_\_\_\_ **Date** \_\_\_\_\_

This is a summary of the units or credits for the above named student. When this student successfully completes the required units or credits in the high school grades, including required courses specified for completion of their program as indicated by their Individual Education Plan (IEP), he/she will be awarded the following document of program completion \_\_\_\_\_  
 i.e. regular diploma, vocational diploma, certificate of completion

Each line below corresponds to .5 credit of the required credits needed for graduation. Indicate the class or course that fulfills each .5 credit. An official transcript should accompany this document.

Language Arts	Social Studies	Math
---------------	----------------	------


Other Required Courses	Physical Education	Science
------------------------	--------------------	---------


Electives		
-----------	--	--






## Student Transition Interview

Student Name \_\_\_\_\_ Date \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_  
Dad's Name \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Work \_\_\_\_\_ Home \_\_\_\_\_  
Mom's Name \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Work \_\_\_\_\_ Home \_\_\_\_\_

### Education

What kind of vocational training/education would you like to have after high school and what would you like to study? \_\_\_\_\_

What school/training do you plan to attend? \_\_\_\_\_

What source(s) of funding can help pay for your education?

FAFSA \_\_\_\_; Agency \_\_\_\_; Parents \_\_\_\_; Your Bank Account \_\_\_\_

What are your best subjects? \_\_\_\_\_

What are the classes that give you the most trouble? \_\_\_\_\_

In what year do you plan to graduate? \_\_\_\_\_

How do you learn best?

\_\_\_\_ watching others; \_\_\_\_ listening to others; \_\_\_\_ working with your hands;

### Career

What would you like to be doing 2 –5-10 years from now?

ÿ In 2 Years? \_\_\_\_\_

ÿ In 5 Years? \_\_\_\_\_

ÿ In 10 Years? \_\_\_\_\_

What careers are you interested in? \_\_\_\_\_

How did you arrive at these ideas? \_\_\_\_\_

What work experiences have you had? What did you like or dislike about each one?

ÿ Job Shadowing

ÿ Summer Youth

ÿ In-School Work

ÿ Community Job

ÿ Volunteer Work

## Student Transition Interview [con't]

### Community/Independent Living

Where do you want to live after you graduate?

- On my own in an apartment or house
- With a roommate
- Supervised living situation
- With family

What chores/jobs do you do at home that help you as an independent adult?

- Cooking
- Laundry
- Yard Work
- Shopping
- Cleaning
- Other:

What kind of transportation will be available to you after you graduate?

- Have a driver's license and a car
- Walk or ride a bike
- Public transportation
- Supported transportation (family, car pool)

If you moved out on your own tomorrow, what kinds of help would you need?

- Money management/budgeting
- Using a checkbook/paying bills
- Domestic skills/household management
- Locating housing

Do you have current medical needs that require support after high school?

- No
- Yes – Explain:

Do you have a family doctor? \_\_\_yes \_\_\_no Do you know his/her name? \_\_\_yes \_\_\_no

Do you have a family dentist? \_\_\_yes \_\_\_no Do you know his/her name? \_\_\_yes \_\_\_no

Do you know your personal medical conditions? [i.e. allergies, seizure disorder, etc.]

Do you know what your prescription medications are? \_\_\_ yes \_\_\_ no

Do you know how to get them? \_\_\_ yes \_\_\_ no

Do you know what a lawyer is for? \_\_\_ yes \_\_\_ no

Do you know where to contact a lawyer? \_\_\_ yes \_\_\_ no

### InterAgency Linkages

What agencies have you contacted and/or will be helping you?

---

---

---



**Communication and Social Interaction**

Are there any areas of your personal life you are having difficulty with?

- Motivation
- Family conflicts
- Behavior
- Peer relationships
- School difficulties
- Hygiene
- Drugs / alcohol
- Other:

How do you handle stress and pressure especially when things don't go your way?

What positive things do you do for other people?

What are your reservations or fears about moving into the adult world?

If you moved out on your own tomorrow, what kinds of help would you need communicating?

- Using the phone
- Written communication
- Oral Communication with others
- Self -advocacy

**Recreation and Leisure**

What are your hobbies or free time activities?

By yourself? \_\_\_\_\_

With others? \_\_\_\_\_

After you graduate, what would you like to be involved in?

- Group activities
- Individual sports [bicycling, swimming, etc.]
- Church groups
- Vocational school
- Team/organized sports
- 4 year college
- Other:

The following are necessary in order to function independently in a community. Which of these items do you currently have?

<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Savings Account
<input type="checkbox"/> Colorado ID	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Colorado Driver's License	<input type="checkbox"/> Checking Account

Other concerns or questions about your future?



**Pocket Resume** [Copy this page. Fold in half horizontally, then fold the two sided pocket resume in half vertically to create a booklet. Trim the edges if needed.]

**Are you Ready for Your Job Interview?**

**BE PREPARED**

- Know something about the business or employer
- Complete the Pocket Resume
- Review the job qualifications / get clarification

**APPEARANCE AND ATTITUDE**

- Be appropriately dressed for the interview
- Be alert and interested
- Be polite and positive
- Leave troubles and bad attitudes at home

**THE INTERVIEW**

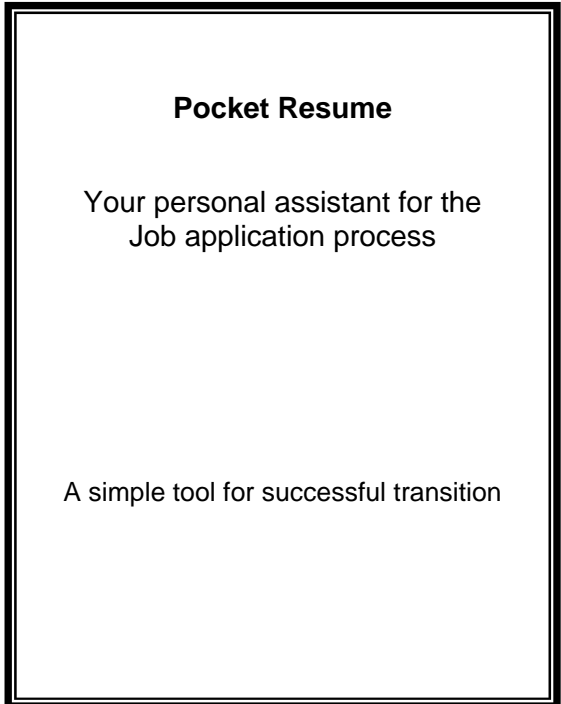
- Answer questions directly and truthfully
- Know why you want to work for the employer
- Listen carefully
- Don't be afraid to ask questions
- Be realistic about how much you will earn

**YOU HAVE TO TAKE A TEST**

- Listen to or read instructions carefully
- Read each question thoroughly
- Write legibly – use a black or blue ink pen
- Pace yourself – don't take too long on one question

**TAKE WITH YOU TO THE INTERVIEW**

- Social Security Card
- Driver's License / State ID
- School ID
- Pocket Resume



Birth date		Social Security #		Drivers License #		Notes
<b>Education</b>						
Highest grade Completed ___	Name and Address of School	How long attended	Year graduated	Course / certificate or degree		
Other training Classes, etc.						
Any tools, Equipment, Or machines operated						
<b>Previous Employment</b>						
Employer's Name and Address	Name of Supervisor	Worked from	Worked until	Wage or Salary		
<b>References</b> <i>(remember to get permission before using someone's name)</i>						
Name	Address	Phone Number				



THANKS  
FOR  
STAYING IN

The Colorado Workplace  
needs an Educated and  
Skilled Work Force.

Colorado Department of  
Labor and Employment

Division of Labor  
Labor Standards Unit

**COLORADO**

School-to-Career  
Partnership

Connecting Communities,  
Classrooms and Careers

# KNOW YOUR RIGHTS



A Young Person's Guide  
To Employment



Colorado Department of Education

## Directory of Government Agencies

**Federal Labor Laws:**  
U.S. Department of Labor  
Wage and Hour Division  
720-264-3250

**Colorado Labor Laws:**  
Colorado Division of Labor,  
Labor Standards  
(303) 572-2241

**Federal Employment  
Discrimination Laws:**  
Equal Employment Opportunity  
Commission  
(303) 866-1300

**Colorado Employment  
Discrimination Laws:**  
Colorado Division of Civil Rights  
(303) 894-2997

## Colorado laws do not require nor prohibit:

Paid time off or vacations,  
severance, holiday or sick pay.  
Advance notice for layoff or  
termination:  
Advance notice to quit or resign.  
Advance notice of work schedule  
change;  
Premium pay for weekends; holiday  
or night work.  
Pay raises, bonuses or other fringe  
benefits.

Colorado is an "Employment at Will"  
state. Which means an employer or  
employee can terminate an employ-  
ment relationship at any time with or  
without cause and with or without  
notice and with no penalty in most  
cases.

1. Minimum wage required in most instances  
**Federal:**  
\$5.15 per Hour  
\$4.25 per hour for, youth employment during  
me first 90 days  
\$2.13 per hour plus tips using the tip credit  
formula  
**Colorado:**  
\$4.75 per hour  
\$2.13 hour plus tips using the tip credit  
formula.  
Call Labor Standards for exceptions to  
minimum wage requirements.
2. Your employer **MAY NOT** deduct from your  
wages for breakage, cash shortages, tools  
and uniforms. Some exceptions to this rule are  
allowed. Call Labor Standards.
3. Employers must pay you regularly, either  
weekly, every other week or monthly. You  
must be given a statement listing any  
deductions from your paycheck, like taxes,  
etc.
4. Keep good records of hours worked. If there's  
a difference between your records and your  
employer's, review your records together. If  
you still have a dispute, call Labor Standards.
5. You must be given at least a 30 minute unpaid  
meal period after no more than 5 hours of  
working. Some exceptions to this rule are  
allowed.
6. If our employer calls you into work but has no  
work for you when you arrive and ends up  
sending you home; your employer is only  
required to pay you for actual hours you are  
required to be present and/or working.
7. If you are fired or laid off, your employer must  
immediately pay you all the wages you have  
earned. If you quit or resign, your final  
paycheck should be paid on the next regular  
payday.
8. You have a right to a safe workplace. You can't  
be required to perform dangerous jobs. Contact  
the Labor Standards Unit to find out which jobs  
you are NOT allowed to do if you are a minor  
under 18 years of age.
9. **14 and 15 year olds** may be employed no  
more than –
  - 3 hours on a school day or 18 hours in a  
school week
  - 8 hours on a non-school day or 40 hours in a  
non-school week.
- Also, work may-not begin before 7 A.M. or end  
after 7 P.M. except from June 1 through Labor  
Day when evening hours are extended to 9 P.M.
- 16 and 17 year olds** cannot be involved with –  
Manufacturing or storing explosives; driving a  
motor vehicle and being an outside helper, except  
under certain conditions; coal mining, with certain  
exceptions; logging and saw milling, power driven  
woodworking machines; exposure to radioactive  
substances and to ionizing radiations;  
power-driven hoisting apparatus; power-driven  
metal forming, punching and shearing machines;  
mining other than coal mining; slaughtering, meat  
packing, processing, or rendering; power-driven  
bakery machines; power-driven paper products  
machines; manufacturing brick, tile, and kiln dried  
products; power-driven circular saws, band saws,  
and guillotine shears; wrecking, demolition, and  
ship-breaking operations; roofing operations;  
excavating operations;
- 18 year olds –**  
Can work in any job for unlimited hours.
10. **If your employer requires an age** certificate  
(Colorado does not have a work permit), then  
you must get one from your school office or  
school district office
11. If you are injured on the job, tell your,  
employer right away. Your employer has an  
obligation to provide you with  
employer-paid medical treatment, according  
to State Workers' Compensation. Call (303)  
575-8854 if you have questions.
12. A "minor" is any person under 18 years of  
age, who may work as an adult in most  
cases if they have graduated from high  
school or received a passing score on the  
General Education Development (GED)  
examination.
13. The minimum age for employment in most  
industries is fourteen (14) years of age.  
Youths 14 and 15 years of age may work  
outside school hours in various  
non-manufacturing, non-mining, non--  
hazardous jobs.
14. You have a right to be free from physical,  
racial, sexual, or religious harassment  
and/or abuse at your work.

## WHAT'S MY LEARNING STYLE?

SELF-QUIZ: CHECK YES OR NO BESIDE EACH OF THE FOLLOWING STATEMENTS TO REFLECT HOW YOU LEARN AS A GENERAL RULE. BE HONEST AND THINK IN TERMS OF MOST OF THE TIME, NOT EXCEPTIONS.

	YES	NO
1. I LEARN A LOT FROM LISTENING TO INSTRUCTORS AND OTHER KNOWLEDGEABLE PEOPLE.	_____	_____
2. I FIGURE THINGS OUT BEST BY TRIAL AND ERROR.	$\frac{3}{4}$ $\frac{3}{4}$	$\frac{3}{4}$ $\frac{3}{4}$
3. BOOKS ARE EASY FOR ME TO LEARN FROM.	$\frac{3}{4}$ $\frac{3}{4}$	$\frac{3}{4}$ $\frac{3}{4}$
4. GIVE ME A MAP AND I CAN FIND MY WAY.	$\frac{3}{4}$ $\frac{3}{4}$	$\frac{3}{4}$ $\frac{3}{4}$
5. I LIKE TO HAVE DIRECTIONS EXPLAINED TO ME VERBALLY.	$\frac{3}{4}$ $\frac{3}{4}$	$\frac{3}{4}$ $\frac{3}{4}$
6. I CAN OFTEN ASSEMBLE SOMETHING I JUST BOUGHT WITHOUT LOOKING AT THE INSTRUCTIONS.	_____	_____
7. I LEARN A LOT FROM DISCUSSIONS.	$\frac{3}{4}$ $\frac{3}{4}$	$\frac{3}{4}$ $\frac{3}{4}$
8. I'D RATHER WATCH AN EXPERT FIRST AND THEN TRY A NEW SKILL.	_____	_____
9. THE BEST WAY FOR ME TO LEARN HOW SOMETHING WORKS IS TO TAKE IT APART AND PUT IT BACK TOGETHER.	_____	_____
10. I CAN REMEMBER MOST OF WHAT IS SAID IN CLASSES AND MEETINGS WITHOUT TAKING NOTES.	_____	_____
11. THE CLASSES THAT I WAS BEST AT IN SCHOOL INVOLVED PHYSICAL ACTIVITY AND MOVEMENT.	_____	_____
12. DIAGRAMS AND DRAWINGS HELP ME UNDERSTAND NEW CONCEPTS.	_____	_____

[ADAPTED WITH PERMISSION: STEINBACH, B., (1993). *THE ADULT LEARNER: STRATEGIES FOR SUCCESS*. Crisp Publications, Inc.]





## RESULTS

WHILE IT IS NOT A SCIENTIFIC ASSESSMENT, THE SELF-QUIZ TELLS YOU SOMETHING ABOUT HOW YOU LEARN BEST.

- A "YES" TO QUESTIONS 1, 5, 7, AND 10 INDICATES THAT YOU LEARN BY HEARING IT FIRST: YOU ARE A "GOOD LISTENER" OR STRONG AUDITORY LEARNER.
- A "YES" TO QUESTIONS 3, 4, 8, AND 12 INDICATES THAT YOU LEARN BY READING, WATCHING AND STUDYING DIAGRAMS: YOU ARE A STRONG VISUAL LEARNER.
- A "YES" TO QUESTIONS 2, 6, 9, AND 11 INDICATES THAT YOU LEARN BY DOING THINGS: YOU ARE A STRONG KINESTHETIC LEARNER.

While a short quiz like this cannot diagnose accurately how you learn, it can provide insights into how you see yourself and the learning process. This is especially helpful in understanding how you match up with a particular learning task or instructor. For example, if you are a strong kinesthetic learner, you may be frustrated with lectures where you are expected to sit and listen.

### **Personal Learning Style**

According to this inventory I learn best through. . . .

This agrees or disagrees with my experience in the following ways.

The biggest difference between how I learn as an adult and how children learn is . . .



## SOCIAL SKILLS INVENTORY – NEEDS ASSESSMENT

Student's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please rate \_\_\_\_\_'s skills in comparison to peers; add comments / examples as relevant.  
Thank you!

### PROBLEM SOLVING

Uses conflict resolution strategies with peers.

very low                      low                      same                      high                      very high

Uses problem solving steps (Stop, Think, Choose, Evaluate) when necessary.

very low                      low                      same                      high                      very high

### SELF-AWARENESS / ADVOCACY

Evaluates effectiveness of personal learning strategies and asks for adjustments in learning environment when necessary.

very low                      low                      same                      high                      very high

Asks for and accepts help from peers and teacher.

very low                      low                      same                      high                      very high

### INTERPERSONAL / SOCIAL SKILLS

Compliments others.

very low                      low                      same                      high                      very high

Offers to help peers.

very low                      low                      same                      high                      very high

Invites peers to play! Interact.

very low                      low                      same                      high                      very high

Skillfully initiates or joins conversations with *peers*.

very low                      low                      same                      high                      very high

Participates in discussions with peers (when included by peers),

very low                      low                      same                      high                      very high

Works cooperatively with others in a group.

very low                      low                      same                      high                      very high

Displays good leadership skills.

very low                      low                      same                      high                      very high

Displays a sense of humor.

very low                      low                      same                      high                      very high

