

Wake County Public School System  
**STATEMENT OF UNDERSTANDING**  
Enrollment in the *Occupational Course of Study (OCS)*

***I understand*** that successful completion of the *Occupational Course of Study* requires that the following expectations be met:

Passing grades in all required OCS coursework:

- Occupational English I, II, III, IV
- Occupational Math I, II, III
- Occupational Preparation I, II, III, IV
- Occupational Life Skills Science I, II
- Occupational Social Studies I, II
- Health/Physical education

Four (4) Career-Technical Education credits

300 hours of successful school-based vocational training

240 hours of successful community-based vocational training

360 hours of successful competitive employment

Completion of a Career Portfolio containing all of the required components

Completion of the computer skills proficiency requirement established by the Individual Education Program (IEP) Team

***I understand*** that in order for competitive employment hours to be counted toward meeting the requirements for the *Occupational Course of Study*, the placement must meet the following guidelines:

- Wake County Public School (WCPSS) staff must approve all employment placements if the hours are to count towards graduation.
- All employment placements must be in an integrated setting within the community.
- Student must be paid at or above minimum wage for all work performed.
- The employment placement must meet Child Labor regulations under the Fair Labor Standards Act) FLSA.
- The employment placement must be open to evaluation of student performance by the Transition Teacher or other WCPSS personnel/staff.
- To be counted as “successful” competitive employment, the student must receive average or above average evaluations on job performance.
- Students must turn in appropriate documentation for employment, such as paycheck stubs.

***I understand*** that the vocational training requirements for the *Occupational Course of Study* are expected to be completed in a manner that involves moving from school-based training to community-based training culminating in competitive employment.

***I understand*** that students and their family members are expected to work collaboratively and cooperatively with school personnel in obtaining and maintaining a competitive employment placement. This may involve but not be limited to:

- Participation in transition planning
- Follow-up referral to outside agencies
- Provision of transportation outside of school hours, and
- Completion of all required paperwork for the school and service providers

***I understand*** that obtaining a competitive employment placement may require collaboration with the following agencies:

- Social Security Administration if SSI or SSDI payments are being received
- Vocational Rehabilitation if supported employment, community-based work adjustment, or any other service related to competitive employment is needed

***I understand*** that in order to obtain competitive employment a valid social security number or appropriate work permits from U.S. Immigration will be required.

***I understand*** that a work permit from the Department of Social Services will be required if employment is being obtained for a student under the age of 18.

***I understand*** that insurance coverage through the school insurance program will be required prior to participation in work-based vocational training.

***I understand*** that successful completion of the ***Occupational Course of Study*** will result in awarding of a high school diploma that is based on the completion of an adapted course. The ***Occupational Course of Study*** is designed to prepare students for employment and is **not** considered appropriate for any student who plans to enroll in a curriculum major at a community college or four-year university.

***I understand*** that successful completion of the requirements for the ***Occupational Course of Study*** may require enrollment in school longer than the traditional four years.

***I understand*** that upon completion of all requirements for the ***Occupational Course of Study*** resulting in eligibility for a diploma, that graduation must occur even if the student is not yet 21 years of age.

***I understand*** that the option of exiting high school with a certificate of achievement and a transcript is a possibility if all requirements except competitive work hours are satisfied and that students choosing this exit option will be able to participate in graduation exercises.

The above information was explained on \_\_\_\_\_ by \_\_\_\_\_  
and all parties have indicated their understanding.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Other \_\_\_\_\_