



Work-Based Learning (WBL) Experience Referral from Pre-ETS

Completed by Pre-ETS transition specialist

Pre-ETS Transition Specialist:

Pre-ETS Email:

Transition Specialist Phone:

Student Name:

Address:

Date of Birth:

Email:

Phone Number:

High School:

Grade Level:

High School Exit Date:

Planning to attend Post Secondary? Yes No

Student's Transportation for WBL:

Best Method to Contact:

Best Time to Contact:

Is Student their own Guardian? Yes No

Parent/Guardian Name:

Parent/Guardian Phone Number:

Available Schedule for WBL:

Student's Interests:

Student's Strengths:

Student's Employment Barriers:

Students Accommodations/Auxiliary Aid needs, if required:

Other Information (Employment History, Job Prep Skills, Classes Completed linked to Career, etc.):

Pre-ETS Manager Review:

Signature:

Date:

Put a checkmark in the box of each item indicating it is attached:

Authorizations: job preparation, monitoring & support, and Pre-ETS WBL:

Payments after the authorization expiration date will not be permitted. If an authorization expires and the service is still needed a new authorization is required.

I-9 verification paperwork (if applicable)

Career Interests (if applicable)

Attention service providers:

*Contact Pre-ETS staff **within 10 days from date of referral** to confirm the receipt of referral and date you will begin services.*

If you do not accept the referral the authorizations will be cancelled.

Office Use Only

Date Confirmed Receipt of Referral:

Start Date of WBL: