



CareerX Program Application

Parent/Guardian Information Packet

2021-2022

- Diamond Oaks
- Laurel Oaks
- Live Oaks

Student Name _____

Affiliate School _____

PARENT/GUARDIAN INFORMATION PACKET

PURPOSE & GUIDELINES

This information enables the Selection Committee* to review each candidate's skills and abilities. A parent/guardian, student, counselor, or teacher may be contacted by the Selection Committee to gather additional information. Our goal is to support students so they can be successful in the CareerX Program and ultimately reach the outcome of competitive employment.

PLEASE SEE APPENDIX 1 FOR THE CAREERX ESSENTIAL SKILLS PROFILE

The Selection Process includes the following guidelines:

- All parents/guardians and students are encouraged to attend a Parent/Guardian Information Meeting or Great Oaks Open House.
- A Great Oaks Online Application is completed (Visit www.greatoaks.com)
- Parent/Guardian Information Packet-must be completed and received before visit is scheduled.
- School Information Packet-must be completed and received before visit is scheduled.
- Students are encouraged to complete a full-day visit in the CareerX Program.

A student will be considered by the Selection Committee when all of the above information is completed.

1. Submit the completed **Great Oaks application** by **March 1, 2021**
2. Submit the completed **Parent/Guardian Information Packet** and/or **School Information Packet** to:

Great Oaks Career Campuses
Nancy Mulvey
Director of Student Services
110 Great Oaks Drive
Cincinnati, OH 45241

3. The Selection Committee will review the applications and notify you of acceptance or denial. **Final placement in the program is determined by the IEP team for the 2020-2021 school year.**

***PLEASE NOTE: The Selection Committee will include a Great Oaks Career and Technical instructor, Director of Student Services and Great Oaks staff.**

CAREERX LOCATIONS

Diamond Oaks Campus 6375 Harrison Avenue Cincinnati, OH 45247	Laurel Oaks Campus 300 Oak Drive Wilmington, OH 45177	Live Oaks Campus 5956 Buckwheat Road Milford, OH 45150
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GREAT OAKS CAREERX PARENT/GUARDIAN PACKET CHECKLIST

****PLEASE NOTE:** All the required documents **must be** completed for the selection committee to review the application. Parents/Guardians will need to work with affiliated school officials to obtain the requested information below.

- Completed Parent/Guardian Information Packet**
- Completed Parent/Guardian Consent Form**
- Great Oaks Application (Visit www.greatoaks.com)**
- Completed School Information Packet**
- High School Transcript with Attendance Record**
- School Transcript from any other formal training**
- Career Assessment – *Optional, please provide if completed***
- Copy of School Emergency Medical Form**
- Verification/copy of Free/Reduced Lunch Form, if applicable**

This packet has been completed by:

Name

Title

Phone Number

CareerX Parent/Guardian Information Packet Form
Please Print or Type All Responses

Student Name _____
First Name Middle Initial Last Name

Person Completing this Form _____

Relationship to Student _____

Address _____
Number Street Apartment Number

City State Zip Code County

Home Phone _____

Work Phone _____

Mobile Phone _____

Email Address _____

Student Birthday _____
Month Day Year

School Status

School District of Residence _____

The student has all needed credits for graduation upon completion of the current school year

Student will participate in graduation ceremony on: _____
Month / Year

The school district of student residence has determined that student will extend their learning

The student has one or more years of school eligibility

Academic Skills

Student's favorite subjects in high school were/are: _____

In general, the student is reading at the _____ K-12 Grade Level

The student completes math assignments at the _____ K-12 Grade Level

Support and work rate:

Required Student Support

- No support necessary
- Reminders
- Frequent reminders
- One-to-one support

Assignment Completion Rate

- On time
- Extra 5 – 10 Minutes
- Extra Hour
- Extra Day

Task completion and organization:

- Total independence
- Occasional support
- Frequent support

- Work is neat and organized
- Work is somewhat organized
- Work is frequently disorganized

Communication Skills

- Student uses appropriate volume when speaking to others
- Student responds appropriately when asked to follow directions
- Student engages in age-appropriate conversations
- Student effectively communicates thoughts/feelings to others (including self-advocacy)

Technology Skills

- Student has minimal/no computer skills
- Student has their own cell phone (talk, text and/or data)
- Student has a computer/internet access at home
- Student knows how to use a cash register
- Student knows how to use business phone system (voice mail, transferring calls, etc.)

Other job-relevant skills: _____

Computer Skills Inventory

	Experience	No Experience
Multiple Internet browser use	<input type="checkbox"/>	<input type="checkbox"/>
Online video/music streaming use	<input type="checkbox"/>	<input type="checkbox"/>
Email use	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word/Excel/PowerPoint Office use	<input type="checkbox"/>	<input type="checkbox"/>
Online gaming use	<input type="checkbox"/>	<input type="checkbox"/>

Independent Living and Self-care Skills

No Assistance	Need Some Assistance	Total Assistance	Task
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managing money (budgeting, banking, saving)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating a budget
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practicing proper hygiene (bathing and grooming)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toileting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Getting appropriate amount of sleep
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking/preparing meals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Making appropriate nutritional choices

Recreational and Leisure Activities

Student has participated in organized activities: (in or out of school)

Sports (Please List) _____

Band Choir Theater (*Circle all that apply*)

Scouts Church Youth Group Community Recreation and/or Special Olympics

Other (Please List) _____

On their own, the student enjoys:

- Computer/gaming console games
- Watching television/movies
- Reading
- Other (Please List) _____

Community Employment

- Student desires competitive community employment
After school, the student wants to: _____
 - Parent/Guardian desires competitive community employment
After school, parent/guardian wants the student to: _____
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Student currently has the following pre-employment documentation:

- State Issued ID
- Social Security Card
- Birth Certificate

Are there any factors that may interfere with Student's eligibility for employment? Explain. _____

Agency Support

- Student receives SSI and/or SSDI
- Student receives services from DD/DDS
Case Manager/Service Facilitator _____
- Student has a OOD/BVR/BSVI/ORSC Counselor
Counselor _____

Other Support _____

Please list other support agencies/individuals that work with the student

Name	Agency/Title	Contact Information

Employability Skills

- Student arrives on time
- Student knows how to tell and keep track time to the minute
- Student stays on task until completed
- If interrupted, student can return to task without prompts
- Student follows appropriate dress code
- Student can complete a job application independently
- Student has experience/practice interviewing
- Student has Work Study experience

Please list _____

Previous/Current Community Work/Volunteer Experience

Company	Job Title	Paid/Unpaid

Interpersonal Communication/Social Skills

- Student engages in appropriate conversation in the school or work environment
- Student respects other's personal space
- Student maintains on-topic conversation
- Student has public speaking experience
- Student does not engage in inappropriate public displays of affection
- Student respects others and uses appropriate language
- Student is cooperative and accepts constructive criticism without negative reaction

Why do you think this student is a good candidate for CareerX?

(Please refer to Appendix 1 for Great Oaks CareerX Essential Skills Profile)

Student Signature _____ Date _____

Person Filling out Application _____ Date _____

GREAT OAKS CAREER CAMUPSES
CareerX Visit Parent/Guardian Permission

Dear Parent/Guardian/School,

To refer a student for CareerX visit, please follow steps outlined below and send completed forms to:

Nancy Mulvey
Director of Student Services
Great Oaks Career Campuses
110 Great Oaks Drive
Cincinnati, OH 45241

- Signed Parent/Guardian Consent Form
- Copy of Emergency Medical Form

PLEASE PRINT

I request that my son/daughter participate in a CareerX visit.

Student Name _____

School District _____

Printed Name _____

Parent/Guardian
Signature _____

Date _____

Appendix 1



Great Oaks CareerX Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks Website at: <http://hs.greatoaks.com/essential-skills-high-school-programs/> and selecting the corresponding career program.

Credits for Graduation Completed

Students must be on target to graduate based on affiliate school graduation requirements.

Essential Skills Needed to Successfully Complete the CareerX Program			
Rating Key:	<i>Low</i> Slightly Essential	<i>Medium</i> Essential	<i>High</i> Very Essential

Key Vocational Factors		Rating
Visual Acuity	Ability to learn how to detect differences/details visually	Medium
Communication	Ability to learn how to verbally explain/express tasks/duties/work in an intelligible manner so others can understand	High
Written/Typed Communication	Ability to communicate in written/typed format and record information accurately	Medium
Mobility/Endurance	Ability to safely navigate work environments, develop a competitive work pace and demonstrate competitive-levels of work endurance	High
Eye-Hand Coordination and Dexterity	Ability to learn how to safely use hand and power tools to complete tasks	Medium
Self-advocacy	Ability to request assistance, express needs and respond to questions as needed to build independence	High
Employment Documentation	Ability to learn how to complete pre-employment forms and applications	
Interacting with Others	Ability to work in teams, maintain professional and appropriate workplace communication/behaviors/relationships with others and positively respond to feedback/direction	High
Workplace Safety	Ability to follow safety procedures (i.e. PPE/awareness of surroundings/recognize personal space), recognize potential hazards and remain in specified work areas	High
Self-care	Ability to demonstrate appropriate self-care and hygiene	Medium

Worker Trait Skills	Rating
Ability to get along with others	High
Ability to learn independent work skills, with fading supervision	Medium
Ability to complete tasks, even those of minimal interest	Medium
Ability to work toward accuracy, recheck and correct work to industry standards	High
Ability to learn how to follow:	
Multi step oral instructions	High
Written instructions/technical vocabulary	Low
Diagram instructions	Low

Visual models or demonstrated instructions	Medium
Ability to safely use hand and power tools	Medium
Ability to use numerical data (count, measure, compute, etc.) in applied setting	Low
Ability to discriminate between objects of similar:	
Size	Medium
Shape	Low
Color	Low
Spatial Relationship	Low
Dexterity-Fine and gross finger/motor	Medium
Ability to organize work process/follow defined procedures	High
Able to sequence events or follow a sequence as necessary	High
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
Ability to learn how to self-monitor in school and community settings (safety)	High
Ability to develop problem-solving skills	Medium
Must have a desire to work	High

Math and Computational Skills	
Whole numbers, fractions, decimals	Measurement (temperature, volume, weights)
Basic mathematical operations/functions	Measurement to 1/16 inch
Time (elapsed time, use of analog/digital clock)	Financial Literacy (budgeting, making change, coin/paper money identification)

Additional Abilities/Skills Required in CareerX

Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Spatial Orientation	The ability to know your location in relation to the environment or to know where other objects are in relation to you.
Problem Solving	Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Knowledge Required in CareerX

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, recording information, designing forms and other office procedures and terminology
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, maintenance and safety
English Language	Knowledge of the basic structure and content of the English language including the meaning of words, general rules of composition and grammar in relationship to employment

CareerX Activities

Community Based Instruction	Preparing a Resume
Customer Service	Practical Assessment Exploration System
Appropriate Workplace Behavior	Career Exploration
Independent Living Skills	Creating and Maintaining a Budget
Organizational Skills	Time Management Skills
Self-Advocacy	Health and Wellness
CPR/First Aid Training	Employability Skills
Cooperative Learning	Workplace Communication Skills

Technology

Microsoft Office Suite	Internet Use and Safety
Ohio Means Jobs	Online Employment Postings
Mobile Applications	E-Commerce

Available Certifications

Public School Works Safety Training	CPR/First Aid Certification (1 Point)
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Career Pathways

Project SEARCH	Employment
Great Oaks Career Technical Program	College