

**California Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Pasadena City College		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Terry Giugni

Title: Asst Superintendent / Vice President, Instruction

District: Pasadena City College

Email: tdgiugni@pasadena.edu

Phone: (626)585-7650

**California Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**
(§55251)

Date plan approved by local board: 7/1/2020 (Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

The Cooperative Work Experience Education (CWEE) District Plan was reviewed by the, Deans with Career and Technical Education in their areas, the Curriculum & Instruction (C&I) Committee, Director of Admissions and Records, Executive Director of Economic and Workforce Development, Faculty teaching Internship courses, Assistant Superintendent/Vice President of Student Services, Assistant Superintendent/Vice President of Instruction and College Council prior to presentation and adoption by the Board of Trustees.

**California Community College District
Cooperative Work Experience Education Plan**

(2) Specific description of (§55251):

(a) District responsibilities (§55251):

Background: Title 5 criteria and requirements

District Services. (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Pasadena City College will provide sufficient resources for initiating and fulfilling the required District Responsibilities and Services.

Staff for Work Experience Education Programs include a college Work-Based Learning Manager, division deans and faculty who provide support for Work Experience Education programs and students. These CWEE team members are responsible for planning, implementing, organizing, supervising and evaluating the CWEE program.

All employers will be expected to sign a Worksite Agreement with the district, using a District-approved standard template that indicates the employer's compliance with laws and regulations. This agreement will also cover the term of the agreement, the services the employer agrees to provide and a non-discrimination policy.

**California Community College District
Cooperative Work Experience Education Plan**

California Community College District Cooperative Work Experience Education Plan

(a) District responsibilities

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following::

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
 - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Pasadena City College has developed standard written agreements to maintain records. The agreement documents outline the above requirements. The documents are signed and dated by the student, the employer/supervisor, and the district faculty representative.

The agreements are as follows:

1. PCC Internship Learning Agreement: Registration Form: Listing student and employer contact information, dates and hours of internship.
2. PCC Internship Learning Agreement: Internship Learning Plan: The student's learning objectives, tasks, professional code of conduct and inherent risks at the internship site are written on this form and the form is signed and dated by the student, the employer/supervisor, and district faculty.
3. Internship Site Supervisor Student Assessment: At the midpoint of the internship period the supervisor will assess student performance and make recommendations for the professional development of the intern.
4. Internship Site Supervisor Final Student Assessment: At the completion of the contracted internship agreement, the supervisor will evaluate the intern's performance, assess the learning objective outcomes, and benefits to the host organization and make recommendations for the PCC program.
5. Internship Time Log: The employer/supervisor verifies the number of work hours completed by the students in order to validate the number of CWEE units earned.
6. Agreements are kept in a file for each student. Each file also denotes the student's final grade.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(b) Student responsibilities (§55251):

Background: Title 5 criteria and requirements

Student Qualifications. (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

Pasadena City College will comply with the requirements of section 55254, Student Qualifications, and section 55251, District Responsibilities relevant to Student Responsibilities and Student Qualifications.

In addition to Title 5 criteria, in order for a student to enroll in a Work Experience Education course, the student must meet the following eligibility requirements:

1. Have a job or an internship prior to the course orientation that will provide learning experiences that will contribute to their occupational or educational goals and includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have a job or internship that offers a reasonable probability of continuous work experience that provides sufficient hours and provides at least enough hours to meet the minimum semester hour requirement.
3. Be within the 16 semester unit repeatability limitation.
4. Have a declared major, educational or occupational goal related to the employment or internship when enrolled in any Occupational Work Experience course or if required by the course outline.
5. Sign and submit PCC Internship Learning Agreement: Internship Learning Plan to begin the process of enrolling in academic courses and provide consent for the course instructor or Work-Based Learning Manager to contact site supervisor regarding CWEE matters.
6. For students who are under the age of 18 and not high school graduates, the student must submit a copy of a Work Permit signed by designated issuing agent.

**California Community College District
Cooperative Work Experience Education Plan**

**California Community College District
Cooperative Work Experience Education Plan**

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Records. (§55256).

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.
- (2) Personal consultation(s) with the student.
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

California Community College District Cooperative Work Experience Education Plan

Employer Responsibilities: Employer records are kept by the district using the same agreements as mentioned under "District Responsibilities - Records" section of this plan (section 55256):

- 1) The "Registration Form" includes the site Supervisor contact information. The form is reviewed and signed by faculty
- 2) Work permit documentation will be maintained, if applicable
- 3) Summary statements or timesheets will be signed by the employer/supervisor and students, placed in the student's file and maintained by the District
- 4) New or expanded on-the-job measurable learning objective(s) will be documented on the Internship Learning Plan form and signed and dated by academic personnel, the employer or designated representative and the student. Consultations in person with student and employer or designated representative will be performed by academic personnel. Evaluation of the student's achievement of on-the-job learning objective(s) will be obtained by the academic personnel at the in-person employer/supervisor consultation. Documentation verifying the in-person consultation will be placed in the student file and maintained by the District. In certain limited situations, the District may substitute alternatives to in-person employer consultations. The District will document both the specific authorized alternative used in place of the in-person visit and the limited circumstances motivating its use. Employer responsibilities are also included in an Employer/Supervisor Letter.

California Community College District Cooperative Work Experience Education Plan

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer. (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Pasadena City College qualified faculty will provide in-person consultations with the employer at least once each semester for each student, if reasonably possible. In those circumstances in which the alternatives to in-person consultations are used, the District will adhere to the specified guidelines in the Records section of this District Plan and in the "Alternatives to In-Person Consultations" authored by Jose Millian, California Community College Vice Chancellor, Economic Development and Workforce Preparation, Dated April 2009 and required by Title 5, California Code of Regulations, Section 55255(c), "District Services."

**California Community College District
Cooperative Work Experience Education Plan**

(d) Other cooperating agencies in the operation of the program, if any. (§55251)

Comments on other cooperating agencies in the operation of the program, if any.

California Community College District Cooperative Work Experience Education Plan

Pasadena City College will continue to collaborate with cooperating agencies. Cooperating agencies have the possibility of positively impacting students by: providing career and workplace preparation, providing students with opportunities to understand important concepts, enabling students to develop essential skills and apply what they learn in the classroom to real-world problems in the workplace. Cooperating agencies enable students and the college to use the community as the classroom and provide employers the opportunity to actively participate in the education and training of their future workforce.

Agencies/employers provide faculty coordinators and the office of work-based learning with up-to-date industry specific information, anticipated employment needs, job and internship placement opportunities and many other advantages.

California Community College District Cooperative Work Experience Education Plan

(3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- Minor Students in Work Experience
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- Work Experience Education Involving Apprenticeship Occupations. (§55250.5)
Work-experience education involving apprenticeship occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**California Community College District
Cooperative Work Experience Education Plan**

(4) A description of HOW the district will (§55251)

(a) Provide guidance services (§55251):

Describe the specifics on how district will achieve this requirement.

"General" and "Occupational" Work Experience Education will be offered.

Pasadena City College Work-Based Learning staff and faculty work directly with Student Services Counselors and Advisors and Admission and Records staff to ensure proper guidance for students enrolling in Cooperative Work Experience Education.

The Pasadena City College website provides faculty, college guidance personnel, and students with online access to CWEE information, guidance, and resources.

Work-Based Learning Manager, faculty, and support staff work directly with Career Services staff to assist students with job search skills, resume writing, interview techniques, and other employment related activities.

CWEE pre-enrollment information meetings are conducted by the Work-Based Learning Manager and support staff in order to advise students on current CWEE course requirements, enrollment process, policies and procedures, and internship opportunities. CWEE faculty reiterate policies and outline assignments in the course syllabus.

Disabled Students Programs and Services (DSP&S) counselors assist CWEE faculty in determining the best course of student guidance relevant to work-based learning opportunities.

(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):

Describe the specifics on how district will achieve this requirement.

California Community College District Cooperative Work Experience Education Plan

The district will comply with Title 5 Section 53416, Minimum Qualifications for Work Experience Instructors. The minimum qualifications for an instructor or coordinator of "General" or "Occupational" work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

Per Title 5, Section 58051(b), the student/instructor ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator. In the event that enrollment exceeds 125 students, the district may assign additional qualified faculty to assist in teaching, supervision of students, and consultations with employers. The district may also utilize adjunct faculty to maintain appropriate student-teacher ratios. In order to assist with record keeping activities, the district will assign classified staff or part-time staff to assist faculty with record keeping and student file management requirements.

California Community College District Cooperative Work Experience Education Plan

(1) Initiate and maintain learning stations (§55251)

Background: Title 5 criteria and requirements

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Work Experience Outside of District. (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

Wages and Workers' Compensation. (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

Work Experience Outside of District - the District may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the District. The District may use faculty at other institutions and/or alternatives to in-person consultations as outlined in Alternatives to "In-Person" Consultations, Cooperative Work Experience Education, by Jose Millan, Vice Chancellor Economic Development and Workforce Preparation, dated April 2009 in order to provide work experience opportunities outside of the District.

Wages and Workers' Compensation - the District may provide CWEE to students in part-time jobs, paid or unpaid internships offered by public or private employers. Students in Federal Work Study are permitted to enroll in Cooperative Work Experience Education. Federal Work Study wages are currently available for on-campus student employment only. The district does not currently provide Federal Work Study restricted wages to off-campus private or public employers. However, the district retains the right to revise its Federal Work Study funding policy.

Workers' Compensation - as indicated in section 78249 of Title 5, the District shall be considered the employer of UNPAID students enrolled in the CWEE program for the limited purpose of providing worker's compensation. Students paid by the employer shall be under the Employer's Worker's compensation and/or liability insurance.

Job Learning Stations - all employers of work experience students agree to section 55257 criteria when signing the CWEE Workplace Project Agreement Form and the Employer/Supervisor Letter. Employers or designated representatives are given a copy of each document.

**California Community College District
Cooperative Work Experience Education Plan**

(2) Coordinate the program and supervise students (§55251)

Describe the specifics on how district will achieve this requirement.

The District will designate CWEE qualified faculty and will maintain appropriate student-instructor ratios in accordance with Title 5 section 58051(b).

Responsibilities of qualified faculty and staff include but are not limited to:

1. Develop and revise curricula (including student learning outcomes).
2. Develop and facilitate course assignments/syllabus and class meeting(s)
3. Collaborate/coordinate with the Office of Work-Based Learning to market CWEE programs to local industry in order to develop new learning stations and internship placements.
4. Consult with each student in-person at least once during the semester.
5. Consult with employers/supervisors to assess the student's educational growth on-the-job.
6. Assist students with developing and achieving learning objectives.
7. Evaluate student progress (academic and on-the-job) and assign a final grade.
8. Maintain all student records as described by various sections of Title 5.
9. Coordinate/collaborate with other district faculty and staff as needed for student success.

Faculty will meet all required CWEE job responsibilities as outlined in Title 5.

Faculty will also collaborate with college and district administration to ensure that all district plan requirements are being met and that CWEE programs are consistent throughout the district.

(3) Shared supervision with employer to include (at least once each term) (§55251)

(c) Assure on-the-job experiences are documented with written/measurable (§55251)

Describe the specifics on how district will achieve this requirement.

Each term, CWEE students and their respective employers/supervisors will develop written measurable workplace learning objectives that reflect new or expanded job-related responsibilities, which the student will be required to complete by the end of the CWEE internship. Instruction and guidelines on how to write appropriate measurable learning objectives will be given to students. The workplace learning objectives will be written on the CWEE Workplace Project Agreement Form, signed by the student, the employer/supervisor, approved and signed by faculty.

At least once each term a faculty member will conduct employer/supervisor consultations (in-person or through alternative methods) with each workplace employer/supervisor to evaluate each student's on-the-job educational growth. All in-person consultations and alternatives to in-person consultations will be documented.

**California Community College District
Cooperative Work Experience Education Plan**

- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

CWEE faculty will consider employer feedback received at the employer/supervisor consultation and include it in the final grade calculation.

- (e) **Describe basis for awarding grade and credit** (§55251)

Background: Title 5 criteria and requirements

Work Experience Credit. (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

**California Community College District
Cooperative Work Experience Education Plan**

Evaluating the students learning experience and the basis for awarding grades were both discussed in the previous section; "Evaluate with employer, student's learning experiences."

College Credit (Title 5 section 55253) - For satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

In General Work Experience education a maximum of 6 semester credit hours may be earned during one enrollment period.

In Occupational Work Experience education a maximum of 8 semester credit hours may be earned during one enrollment period.

Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

(f) Provide adequate clerical & instructional services (§55251)

Comments, if any.

The District will assign adequate qualified academic personnel and clerical staff to direct, maintain and promote the program to assure full compliance with the requirements of this District Plan and relevant Title 5 sections. For example, the District will provide adequate and continuous: 1) guidance services to students by qualified academic and staff personnel 2) services for initiating and maintaining on-the-job learning opportunities 3) coordination of the program 4) maintaining of records.

(b) If district changes the plan, will submit changes for approval (§55251)

Check to indicate compliance

Yes