**Work Release Check Off Sheet**

You need to have the following items in order to be approved for Work Release. *You must have every item or you will not have Work Release put onto your schedule. These need to be taken to PA 107 and put into the work release basket to the right of the door.*

* Long-Term Activity Authorization Form *(Blue Sheet)*
* Worksite Agreement *(Yellow Sheet)*
* One paycheck stub that proves you have a legitimate full-time job.
* Your paycheck stub must have the following information: Your name, company name, hours worked with dates, pay rate, and taxes deducted.
* You must work 45 hours per quarter per work release class you are in. This is about 5 hours per week. Juniors can take up to 2 classes and seniors up to 4 classes.

If you have any questions or concerns, please contact Work Release advisor.