

Work Release

Due Dates and Assignment Information

**When is the *Worksite Agreement*, Long Term Activity Sheet, and**

***Pay Check Stub* to prove I am working, due?**

*Immediately! You cannot be enrolled into the class without the proper paperwork. You can drop off these items to PA107 (little theatre) in the basket to the right of the doors. If you need to e-mail the paycheck stub, please send it to* *phaidra.atkinson@canyonsdistrict.org**. This first paycheck stub is to PROVE you are working. Once you have turned in these items, you will be enrolled and have a CANVAS page called WORK RELEASE where you will submit all other assignments and paycheck stubs.*

1. **When are my assignments due?**

 **(These are all found on CANVAS)**

***Quarter 1***

* 1. Company History 2-page essay Frid. Sept 8, 2023
	2. EvaluationThur. Sept 28, 2023
	3. Current Paycheck Stub Frid. Oct 6, 2023

**Quarter 2**

1. Customer Service Essay Frid. Nov 1, 2023
2. Workplace Reflection Thur. Nov 30, 2023
3. Current Paycheck Stub Frid. Dec 15, 2023

**Quarter 3**

1. Workplace Ethics Essay Frid. Feb 2, 2024
2. Evaluation Frid. Feb 23, 2024
3. Current Paycheck stub Frid. March 8, 2024

**Quarter 4**

1. Resume Frid. April 12, 2024
2. Career Essay Frid. April 26, 2024
3. Current Paycheck Stub Frid. May 3, 2024
4. **Where do I turn in my assignments?**
	1. When you first enroll: Worksite Agreement, Long Term Activity Sheet, and a Current Paycheck Stub to prove you are working are turned into Mrs. Atkinson in the Work Release basket outside the little theatre door PA107. *(Your paycheck stub needs to have your name, your company name, hours you have worked, the dates, pay rate, and taxes deducted to be enrolled in the class and to get credit for turning it in.)*
	2. ALL OTHER ASSIGNMENTS will be submitted or uploaded to the Work Release CANVAS page.

Please e-mail phaidra.atkinson@canyonsdistrict.org with any questions.