



Waterloo Region  
District School Board

# Co-operative Education Work Education Agreement ADDENDUM



### **IMPORTANT NOTE:**

- The Addendum is an adjustment to the original Work Education Agreement.
- This Addendum **MUST** be completed each time there is a **CHANGE** to the normal hours or days at the work placement.
- The Addendum **MUST** be signed by the:
 

1. Student	3. Placement Employer/Supervisor
2. Parent/Guardian	4. Co-operative Education Teacher.

### **A. PARTIES TO THE AGREEMENT**

Student : _____	Date Completed: _____
Placemen t: _____	Placement Supervisor: _____
School : _____	Co-operative Education Teacher: _____

### **B. SPECIFIC CHANGE OF TIME AT PLACEMENT (in addition to the normal hours noted on the original Work Education Agreement)**

<b>Date(s)</b>		<b>Time(s)</b>	
Fro _____	To: _____	From: _____	To: _____
Fro _____	To: _____	From: _____	To: _____
Fro _____	To: _____	From: _____	To: _____

### **C. WORKPLACE SAFETY & INSURANCE BOARD COVERAGE**

Workplace Safety & Insurance Board Coverage will be provided by: *(Do not complete if student is placed in a Teaching Assistant position.)*

<input type="checkbox"/> the <b>Placement</b>	<input type="checkbox"/> the <b>Ministry of Education</b>
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### **D. SIGNATURES OF PARTIES TO THE AGREEMENT**

_____ <i>Student</i>	_____ <i>Parent/Guardian</i>
_____ <i>Placement Employer/Supervisor</i>	_____ <i>Co-operative Education Teacher</i>

The information on this form is used to maintain the employment record of the student and is collected under the authority of the Workplace Safety & Insurance Act, 1997 and the Education Act, R.S.O. 1990. Because the Ministry of Education covers the cost of Workplace Safety and Insurance Board coverage, the Ministry and School Board may use this information to verify the legitimacy of claims. Inquiries regarding this form should be directed to the Waterloo Region District School Board, Learning Services – Experiential Learning, 51 Ardelet Avenue, Kitchener ON N2C 2R5, telephone 519-570-0003.

Copies to:       Student's O.S.R.       Organization/Placement       Board       Student (Parent/Guardian)       Teacher

**RETENTION:** The Ministry of Education requires that a copy of this form be kept in the student's Co-operative Education file for a 12-month period following completion of the program.

Co-op Form #24 (03/08) PLACEMENT