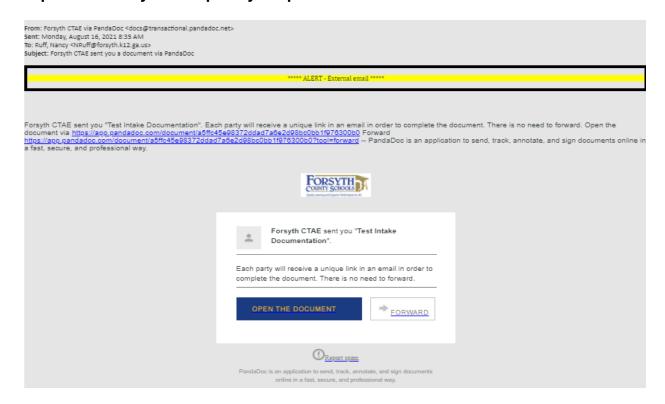




## **Student Instructions for Completing Intake Documentation**

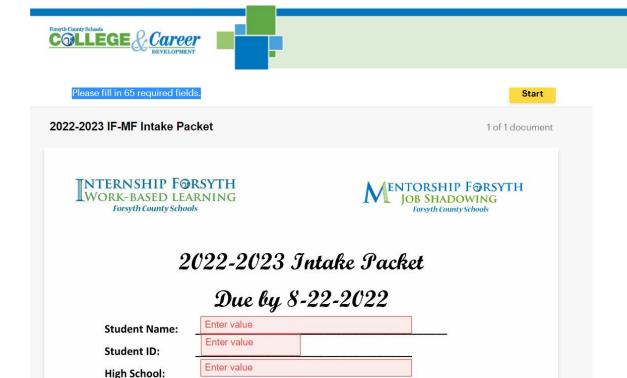
Important Note: It is critical that you understand the PandaDocs process, so you can guide your parent/guardian and supervisor through the process as needed.

You will receive an email from this address: ctae@forsyth.k12.ga.us. The email will be titled "Forsyth CTAE via PandaDoc." You may need to check your spam/junk folder to find this email. You will be the first to receive the document and it is imperative that you complete your part within 24 hours.



Please find below specific instructions on what is needed to complete your part of the Intake Documentation:

1) You will begin completing your part on Page 1 - Complete all required fields: Student Name, Student ID, and High School.



This Packet Contains the following documents:

Use the below list to be sure you have included all required documents to participate.

Please turn in all completed documents in this packet as directed.

2) Keep hitting "Next" until all student fields are completed. Some boxes in Section 1 may indicate "optional", but you must complete. It is critical that you check the internship periods you have on your schedule. Check if you are oncampus, off-campus, or both. Finally, make sure to check your graduation year.

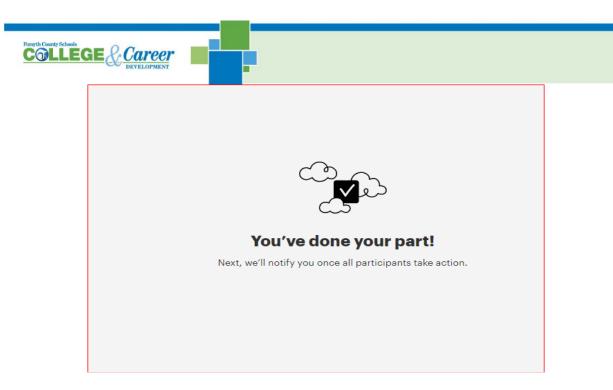


SECTION 1: STUDENTS AND PARENTS		
Student Information		
Student Cell Phone:  Student Email:  Internship/Mentorship Period(s) (check all that apply): 1 2 3 4 5 6 7 8  Where are you taking courses this year (check one): 0n Campus 0ff Campus Both  Graduation Year (check one): 2022 2023  Clusters/Pathways are listed below:		
Advanced Placement Academics Agriculture and Natural Resources Architecture and Construction Arts, AIV Technology, and Communications Business Management and Administration Education and Training Energy Finance Fine/Performing Arts Government and Public Administration - JROTC Health Science Hospitality and Tourism (includes Culinary Arts, Sports & Entertainment Marketical.)	Human Services     (includes Cosmetology, Interior Design, Nutrition & Food Science)     Information Technology     Law, Public Safety, Corrections, and Security (includes Firefighting, Criminal Investigations)     Manufacturing (includes Mechatronics)     Marketing     Science, Technology, Engineering, Mathematics     Transportation, Distribution, and Logistics (includes Auto, Aviation, Distribution Logistics)     World Language	

3) Finally, you will sign and date the form, and hit "Finish".

3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
I have read below, I ag Student Sig Parent/Gu	d and un Required tems in Section 2 above, Training/Expectations Agreement and Training Plan. By signature:  Date:  Date:  pr/Mentor Signature:  Date:  Date:
Career Dev	velopment Coordinator Signature:Date:

4) Once completed, you will see a message that indicates *You've Done Your Part.*Next, we'll notify you when all participants have taken action.



- 5) You don't need to do anything until your parent/guardian and supervisor/mentor complete their parts, and your Career Development Coordinator signs. Emails will automatically be sent to them. No need to forward emails.
- 6) Once all parties have completed the document, you will receive an email with the title "PandaDoc Signed copy of...". The email address will be docs@email.pandadoc.net. (Remember to look in your spam/junk folder.) It will include a pdf attachment of the intake documentation completed and signed by all parties. When you receive, you should immediately place this document in the ItsLearning assignment for the Intake Documentation. This assignment is in the August folder and is due Monday, August 22.

[PandaDoc] Signed copy of "Test Intake Documentation"



PandaDoc <docs@email.pandadoc.net>

All set! Your signed copy of "Test Intake Documentation" is attached. — PandaDoc is an application to send, track, annotate, and sign documents online in a fast, secure, and processing the secure of the second part of the

