

INTERNSHIP FORSYTH WORK-BASED LEARNING Forsyth County Schools

MENTORSHIP FORSYTH JOB SHADOWING Forsyth County Schools

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.

From: Forsyth CTAE via PandaDoc <docs@transactional.pandadoc.net>
Sent: Monday, August 16, 2021 8:35 AM
To: Ruff, Nancy <NRuff@forsyth.k12.ga.us>
Subject: Forsyth CTAE sent you a document via PandaDoc

***** ALERT - External email *****

Forsyth CTAE sent you "Test Intake Documentation". Each party will receive a unique link in an email in order to complete the document. There is no need to forward. Open the document via <https://app.pandadoc.com/document/a5ffc45e98372ddad7a6e2d98bc0bb1f976300b0> Forward <https://app.pandadoc.com/document/a5ffc45e98372ddad7a6e2d98bc0bb1f976300b0?tool=forward> -- PandaDoc is an application to send, track, annotate, and sign documents online in a fast, secure, and professional way.



Forsyth CTAE sent you "Test Intake Documentation".

Each party will receive a unique link in an email in order to complete the document. There is no need to forward.

[OPEN THE DOCUMENT](#)

[FORWARD](#)



PandaDoc is an application to send, track, annotate, and sign documents online in a fast, secure, and professional way.

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.



Please fill in 65 required fields.

Start

2022-2023 IF-MF Intake Packet

1 of 1 document

INTERNSHIP FORSYTH
WORK-BASED LEARNING
Forsyth County Schools

MENTORSHIP FORSYTH
JOB SHADOWING
Forsyth County Schools

2022-2023 Intake Packet

Due by 8-22-2022

Student Name:	<input type="text" value="Enter value"/>
Student ID:	<input type="text" value="Enter value"/>
High School:	<input type="text" value="Enter value"/>

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 on-campus, 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): On Campus Off Campus Both

Graduation Year (check one): 2022 2023

Clusters/Pathways are listed below:

- **Advanced Placement Academics**
- **Agriculture and Natural Resources**
- **Architecture and Construction**
- **Arts, A/V 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 Marketing)
- **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.	
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9.	
10.	

If there is a written job description available, please email to student’s Career Development Coordinator.

I have read and understand all items in Section 2 above, Training/Expectations Agreement and Training Plan. By signing below, I agree to the ~~2021-2022~~ **Required** Training/Expectations Agreement and Plan.

Student Signature: Date:

Parent/Guardian Signature: _____ Date: _____

Supervisor/Mentor Signature: _____ Date: _____

Career Development 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.*



You've done your part!

Next, we'll notify you once all participants take 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 professional way.










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August

Published Thursday, June 2, 2022 by Ruff, Nancy

 Up one level  Add  Reorganize  Select the elements to allow

<input type="checkbox"/>	TYPE	TITLE
<input type="checkbox"/>		Intake Packet - Summative - Upload by August 22
<input type="checkbox"/>		Employability Skills Review - Formative - Complete by August 22-- 1st Year Only; 2nd year students exempt
<input type="checkbox"/>		Hours Documentation - Summative - Upload by September 9