

YES,

Requesting School Records in the Hiring Process
GOOD FOR EMPLOYERS GOOD FOR STUDENTS

Dear Greater Green Bay Area Business Leader:

The Greater Green Bay Area educators and employers, as well as in other communities across the nation, can work together to motivate students to work harder in school and develop our future workforce. By asking for school records in your hiring process, employers will be helping educators demonstrate a meaningful connection between school, work, and community life.

Greater Green Bay Area employers are being asked to request school records in their hiring process for full-time, part-time, work-based learning, and summer employees. School records are academic transcripts, attendance records, and other records of student effort. At area high schools, in addition to academic ratings, school records include lifework skills (character, employability, lifelong learning) ratings.

These ratings are a review of work behaviors as observed and assessed by classroom teachers. These classroom work behaviors are lifework skills that are transferable to post-secondary education, the workplace, and to community life. These ratings along with other school records will help you evaluate potential employees in your hiring process. As a Greater Green Bay Area employer, please do the following:

ASK — Employers can send a strong message to students that school records (academic transcripts, attendance, and lifework skills ratings) are important by merely requiring applicants to submit (or authorize the employer to obtain) school records as part of the regular application process. Use the attached form with your application to communicate to applicants to submit (or authorize you to obtain) transcripts to apply to your organization.

BUILD INTO YOUR HIRING PROCESS — You can consider data on the school records as one equal part of your selection process. This information will help you determine the knowledge, skills, and abilities possessed by the candidate and whether this applicant is well suited for your workforce.

You, the employer, students, schools, and the community will benefit by all of us working together to improve the quality of our workforce. Please review the brochure and forms for details about this community campaign. If you have any questions about the campaign, please call your area high school school-to-work coordinator or Partners in Education at the Green Bay Area Chamber of Commerce.

Sincerely,

PARTNERS IN EDUCATION



YES,

IMPORTANT

A copy of your academic transcript, your school attendance record, your lifework skills (work habits, character, employability, lifelong learning) ratings, and any other record of effort and accomplishment in school will assist us in placing you in our organization. Please submit these records with your application or bring them to your interview.

OR:

If you are unable to provide the records as outlined on the other side of this page with your application, please submit this completed **Records Request** form with your application.

School Attended

Name of School: _____

Address: _____

City, State, Zip Code: _____

Attended From:

Month _____ Year _____ to Month _____ Year _____

Name as it appears on school records (please print clearly)

Social Security Number _____

I HEREBY AUTHORIZE and request that you send my school records including academic grades, attendance records, lifework skills (work habits, character, employability, lifelong learning) ratings by teachers, and other pertinent data to:

Business Name and Address:

Student's Signature

Date

If under 18 years of age, parent or guardian signature is necessary.

Parent/Guardian Signature

Date