

# Sample ELO agreement (life-skills student)

Agreement via email / digital

Hello everyone

An ELO (work experience) plan has been developed for John Doe. John will be working with Mr. Smith. Through the work Mr. Smith does on the HBHS grounds, John will be assisting him with basic tasks such as weeding and raking. The plan is to start this ELO now and continue it through the fall semester (2021). Regarding equipment, before any equipment is used formal training will take place and constant supervision will be provided if/when equipment is used.

By completing **this embedded agreement form** you are formally responding and indicating your approval of this ELO. The required elements that John will need to complete are listed below.

## **ELO Description:**

John will be responsible for each of the following ELO components:

Research: John will be responsible for learning about the work Mr. Smith does by completing actual field research via observation.

Reflection: John will communicate with his support team (names listed on actual document) on a regular basis regarding how the experience is going and providing any feedback as well as asking any questions that arise.

Share out: Prepare a final presentation of the entire learning experience. This presentation can be very informal - it is a means of covering what skills were learned.

The following is a description of what John and his mentor Mr. Smith have agreed to with respect to learning goals/competencies:

- Following directions
- Task initiation
- Communication
- Asking for clarification when confused.

This ELO is considered a work experience and therefore no credit is awarded. It is a means of working towards John's IEP goals. Please reach out with any questions or concerns.