



School-to-Work Program Student/Agency Agreement

I, _____, have selected _____
(Student's Name) (Employment Agency Name)

as my Employment Agency (Agency) for the School-to-Work program (S2W) and we will begin working together on this date: _____. My date of birth is: _____.
(Date Required) (Student's birthday)

The options below allow for a School-to-Work start date as early as July 1, 2025. Please read all the choices and check the box that best fits your graduation plan.

My birthdate is between:

- September 1, 2003-August 31, 2004. I plan on graduating at the age of 22 in June 2026.
- September 1, 2004-August 31, 2005. I plan on graduating at the age of 21 in June 2026.
- My school district identified me as eligible for a two-year School-to-Work program. My birthdate is between:
 - September 1, 2004-August 31, 2005. I plan on graduating at the age of 22 in June 2027.
 - September 1, 2005-August 31, 2006. I plan on graduating at the age of 21 in June 2027.

It is an IEP team decision for when it is the right time to leave school. If you are unsure about how to determine your School-to-Work start date, please talk to your teacher.

I have read and checked the following points below because I understand what it means to participate in S2W:

- I understand that S2W lasts for one year unless my school district approves a two-year model. If my graduation date changes from what I've identified in this agreement, I will need to move to different funding to continue with employment supports with help from the S2W team.
- My Agency will work with my S2W team to help me find a job before I leave school; however, I am not guaranteed a job through S2W.
- Employment comes first. If a good job match is found, I'm willing to take the position while still in school, and my teacher will help adjust my school schedule to prioritize work.
- An Employment Consultant will work with my school staff to help me learn new skills and become more independent at work with job coaching based on my needs.
- If I'm not already eligible for Supplemental Security Income (SSI), which includes disability-related Medicaid needed for DDA services, I must apply as a priority and update my S2W team regularly.
- King County expects but can't guarantee Developmental Disabilities Administration (DDA) long-term funding after I leave school. The S2W team will help me explore all funding options.
- If I have questions or concerns about my services, I will first contact my employment consultant or their manager (see below).

- If I'm unhappy with my S2W services, I'll request a team meeting with my family, teacher, Division of Vocational Rehabilitation (DVR) counselor, employment consultant, and a King County S2W program manager.
- If I want to explore changing agencies, I understand a S2W team meeting is required first.

My S2W team consists of my:

Teacher, _____, at _____ School District

Parent(s)/Support Person(s), _____

Employment Consultant (if determined), _____

Employment Agency Manager, _____

DDA Case Manager (if applicable), _____

DVR Counselor (if determined), _____

King County S2W, s2wreports@kingcounty.gov (see program manager contact below).

Notes/Comments/Contact Information:

By completing and signing this form, I am requesting that King County Developmental Disabilities and Early Childhood Division (DDECSD) fund supported employment services effective on the date above.

(Student)

(Date)

(Employment Agency Representative)

(Date)

(Parent/ Provider)

(Date)

(Guardian, if other than Parent/Provider)

(Date)

Send this fully completed form to: S2WReports@kingcounty.gov

Contacts:

Cassie Glenn: (206)263-7999, cglenn@kingcounty.gov

Sue Anne Lemkin: (206)263-3402, slemkin@kingcounty.gov