



STUDENT ACKNOWLEDGEMENT FORM/CHECK SHEET

The Governor's WEC Acknowledgement Form/Checklist is used for the following:

- Students sign the form at the beginning of the school year to acknowledge that they are making a commitment to earn the WEC;
- The form is used at the end of the year to verify which students have met all the criteria for earning the WEC.

Students will be informed about the WEC at the end of the junior year or at the beginning of the senior year. A meeting will be held to share with the students the value of earning the WEC and a review of the criteria that must be met.

Students will be provided the opportunity to sign their form indicating that they are committing to earn the WEC:

- The form includes the student name and school along with the student's signature indicating the student has read and understands the guidelines for successfully completing the established criteria;
- The forms are collected and maintained by the WEC Champion.

At a time (to be determined based up a timeline to be provided by DWD) at the end of the school year, the forms for all students eligible to receive the WEC will be placed in a secure room for a designated period of time during which staff will sign student forms:

- Forms will be placed in a secure room to provide staff anonymity to sign based on their honest assessment of the student;
- All staff of the school are eligible to sign the forms for students, including but not limited to
 - Teachers
 - Administrators
 - Counselors
 - Coaches
 - Office staff
 - Custodial staff
 - Cafeteria staff
 - Para-educators
 - Bus drivers
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- Staff can sign for students the areas of persistence, respectfulness, teamwork, initiative, and efficiency. Each student must have three staff signatures in each of the five areas - a total of fifteen

signatures. Staff may sign for one area or could sign all five areas for a student; this is at the discretion of the staff member.

The WEC Champion completes the Student Check Sheets using the data that have been recorded on the Criteria Monitoring Spreadsheet. These areas include:

- Community Service (students must complete a minimum of six hours);
- Student must have a 2.0 GPA (cumulative 9-12) and meet all graduation requirements;
- Student must have at least a 98% attendance rate and four or fewer sign-ins, sign-outs, or times tardy to school; and,
- Students must have not more than one discipline referral. For serious infractions such as assault, drugs/alcohol, or weapons, student is immediately disqualified for the WEC.