

STUDENT FILE DOCUMENT CHECKLIST

Student Name _____ Student ID Number _____

SkillUP Program Documentation (in order within student file)

- _____ SkillUP Eligibility and DCN Verification
- _____ FS-5 Form
- _____ Completed SkillUP Grant Participant Registration Form
- _____ SkillUP First Contact Form
- _____ Individual Employment Plan
- _____ Student Participation Agreement
- _____ MCCA Video Release Form
- _____ Jefferson College Model Release

Subsequent Documentation

- _____ Verification of Employment Documentation & Post Training
- _____ Final Transcript
- _____ Copy of Certificate of Completion (Industry certifications)
- _____ Notations

File Folder Orientation

Case Notes on Left Side of Folder
All Other Documentation on Right Side of Folder