

### Intern or Work Study Student Checklist

Student Name \_\_\_\_\_ Date: \_\_\_\_\_  
Student Address: \_\_\_\_\_ Advisor: \_\_\_\_\_  
Student Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_  
Completed By: \_\_\_\_\_ School: \_\_\_\_\_  
Phone Number of School \_\_\_\_\_

The Site Supervisor will complete the above section with the student and forward the information to Education Coordinator. The Education Coordinator will contact the school advisor for placement, objectives, schedule, etc.

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**Intern or Work Study Student cannot replace or supplement staff. Intern or Work Study Student cannot be left alone with children outside the visual or auditory supervision of facility staff.**

#### CHECKLIST FOR ON-SITE DCFS RECORDS

\_\_\_\_\_ Medical Report on an Adult in a Child Care Facility (CFS 602).  
(Student may use current school physical/medical exam)  
\_\_\_\_\_ COVID-19 Vaccination Proof  
\_\_\_\_\_ Acknowledgment of Mandated Reporter Status/Mandated Reporter Training Certificate  
\_\_\_\_\_ Standards of Conduct Policy  
\_\_\_\_\_ Written Student Agreement  
\_\_\_\_\_ Change of Status

DCFS file is created using this checklist for student volunteer or work study student. The site supervisor trains and supervise student volunteer or work study students.