

District Directors Guidelines for Requesting Job Coaching/ Developing

1. Identify student in need of services.
2. Fill out **Request for Services** form
 - Under “type of service requested” write in job coaching (or) developing in “other”
3. Have staff that will be working with the student fill out **Request for Job Coaching** or **Request for Job Developing** form.
 - http://www.swcccase.org/DRS/drs_forms.html
4. Return forms to Christina Sepiol with IEP attached.
5. In total, 3 items will be submitted to Christina Sepiol.
 - RFS Form
 - IEP
 - RJC/RJD Form