

# 12TH GRADE INTERNSHIP PROGRAM

EAST BATON ROUGE PARISH SCHOOL SYSTEM

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## INTERNSHIP DOCUMENT CHECKLIST

- State ID/Driver's License (submit copy)
  - Social Security Card (submit copy)
  - Birth Certificate (submit copy)
  - Summer Internship Program Agreement
  - Louisiana Workforce Commission - Work Permit
  - Transportation Agreement (student drivers only)
  - Media Consent
  - Health and Medical Information
  - Health and Medical Release
  - L-4 Employee Withholding Exemption Certificate
  - W-4 Employee's Withholding Certificate
  - W-9 Request for Taxpayer Identification Number & Certification
  - Authorization Agreement for Direct Deposit - ACH
  - Voided Check/Bank Letter attached to Direct Deposit Authorization (submit copy)
  - Workplace Internship Confidentiality Letter
  - State Police Background Check & Finger Print Card Forms (provided by WFD)
  - State Police Background Check (submit results document)
  - Finger Print Card (submit finger print card)
  - Healthcare Facility Confidentiality (healthcare placements only)
  - Tuberculosis Vaccination (healthcare placements only)
  - Ride Along Authorization
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