



Mandatory Counselor Form

Eligibility for the Urban Alliance **High School Internship Program** is contingent upon the student having a **half-day/authorized off campus schedule throughout their senior year**. Since our Interns work from 2:00pm-5:00pm, students must be out of school at/before 1:15pm in order to make it to work on time. Please fill out the following information confirming this student's eligibility for a half-day/authorized off campus schedule during their senior year.

Student: _____ School: _____ Grade: _____

Counselor: _____ Counselor Phone #: _____

Counselor email address (optional): _____

Students Cumulative GPA: _____ Student absences: _____

Please check the option that best reflects this student's senior year schedule as it stands right now:

- ☐ This student will have a half-day/authorized off campus schedule from September through June (FULL YEAR).
This student will be dismissed at: _____
- ☐ This student will have a half-day/authorized off campus schedule from September to January. The schedule for the second half of the year cannot be determined at this time.
- ☐ This student will have a half-day/authorized off campus schedule from January to June.
This student will be dismissed at: _____
- ☐ This student will have a half-day/authorized off campus schedule every other day.
- Time out day 1: _____
 - Time out day 2: _____
- ☐ This student **will not** have a half-day/authorized off campus schedule.

Additional Comments: _____

The Urban Alliance would like to give all students the opportunity to participate in our High School Internship Program. Therefore, we greatly appreciate the effort you put in to ensure that students will have and maintain a half-day/authorized off campus schedule throughout their senior year.

Urban Alliance is the liaison between the Intern and the job site. All questions or concerns should be addressed to Urban Alliance at (202) 459-4300.

Counselor Signature: _____ **Date:** _____