

# LETTER GUARANTEEING FULL-TIME EMPLOYMENT (SAMPLE FORM)

Sustained full-time employment is work that averages minimally 30 hours per week or 130 hours per month or multiple jobs that are (in aggregate) reasonably commensurate with full-time work. Note: Work that is timebound or terminates with project completion, such as freelance work, may be considered sustained if the LEA deems likely the work will reoccur in a manner consistent with ongoing employment.

Full-time employment should be scheduled to commence no later than 30 calendar days after the date of high school graduation (i.e., date of receipt of diploma or 30 calendar days after student has fulfilled academic requirements for graduation). However, full-time employment may commence up to 90 calendar days after graduation if the cause for delay in employment is determined to be reasonable by the LEA.

In lieu of full-time employment, students may provide verification of military enlistment (to include enrollment in a Delayed Enlistment Program which permits deferment up to 365 days).

Minimally, the following information should be provided to satisfy this requirement under the Evidence-Based Pathway to High School Graduation in Pennsylvania (if multiple jobs, Employment Information should be completed for each job):

## STUDENT INFORMATION

Student Legal Name (Last, First):	PAsecureID:
Date of Birth:	Anticipated Date of Graduation:
<b><i>I am aware of employment resources available (e.g., CareerLink) and accept the below/attached offer(s) of employment in good faith.</i></b>	
Student Signature:	Date:
Parent/Guardian Signature (if student is a minor):	Date:

## EMPLOYMENT INFORMATION (complete and attach for each employer/client)

Name of Employer or Client:	Employer Identification Number (EIN):
Employment is: <input type="checkbox"/> Direct <input type="checkbox"/> Contracted <input type="checkbox"/> Freelance	Anticipated Work Hours (per week/month):
Start Date (w/reason if >30 days from anticipated graduation):	If applicable, identify conditions of employment:
Description of Work:	
<b><i>The employment information contained herein is accurate, criteria for employment have been met (or there are reasonable expectations criteria will be met), and the offer of position/contract has been extended in good faith.</i></b>	
Employer/Client Signature:	Date:

## ADMINISTRATIVE INFORMATION

Approved  Disapproved

***The employment information contained herein meets requirements per PA Act 158 of 2018.***

Administrator Signature:	Date:
--------------------------	-------