

**Instructions for NEOMED Faculty/Staff who would like to
Host an Educational Experience for a High School Student**

1. Read Policy #3349-10-14 entitled “Hosting High School Students for Educational Experiences” and comply with all its provisions.
2. Complete the “Educational Experience for High School Students – Approval Form”
 - a. **This form is to be initiated by the Requesting Employee who will be hosting the student.** The Requesting Employee should provide as much information as possible about what the Student will be doing in his/her lab, classroom, or department.
 - b. The Requesting Employee then sends the form to the Safety Office for Evaluation by the Director of Environmental and Occupational Health and Safety (DEOHS).
 - c. The DEOHS sends the form to the Requesting Employee’s Department Chair for Approval.
 - d. The Department Chair submits the form to Human Resources.
3. Instruct the High School Student to complete the “Educational Experience for High School Students: Parent/Legal Guardian Agreement, Release and Consent for Emergency Medical Treatment Form” and the “Non-Employee Registration Information” and return them to Human Resources (either directly or through the Requesting Employee).