



Business Partner Timeline

COOL Week is always the first week in February. COOL Week hours are typically 9 a.m.-3 p.m., so it does not interfere with student extracurricular activities or part-time jobs. These hours also allow our students to travel into Austin at off-peak traffic hours.

- **September:** Students begin the application process
- **October - December:** Businesses should complete and return the Job Site Information Sheet available on this web site as soon as possible via email or fax. Identifying the project(s) that student teams will work on, early in the process, helps ensure that businesses will receive a team of students who will have the skills to complete the project (s).
- **November:** Transition Coordinator begins matching student teams to business projects.
- **2nd week in January:** Students attend on-campus training in COOL Week assignment teams where they receive their Job Site Information Sheet with details of their assignment, specific date varies by high school campus.
- **3rd week in January:** Businesses receive a confirmation (either by e-mail or fax) with names of students assigned to them. If a business needs names earlier for security purposes, that can be arranged.
- **1st week in February:** Students attend COOL Week. Each morning a parent volunteer will call the On-Site Project Coordinator at each business to check attendance.
- **Post-COOL Week:** Business Partner will be asked to return an evaluation to provide feedback on the COOL Week experience.

The Transition Coordinators are available to assist businesses in all phases of this program:

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