

PARENTAL INFORMATION/CONSENT LETTER SAMPLE 1

Dear Parent/Guardian:

Your son/daughter has been accepted into the _____ program. _____ is a form of work experience education that integrates classroom studies with a placement at an off-campus work site. Students enrolled in _____ must complete 25 hours of job preparation classes and a minimum of _____ hours at an off-campus placement.

Our school district has a track record of placing students in excellent work sites that provides them with the opportunity to:

- explore potential career choices
- gain practical experience in a realistic work setting
- ease the transition from school to work or post-secondary education
- obtain references and contacts necessary to securing future employment.

In order for your child to participate in _____, your signature is required on a *work agreement*. It is important that you, as a parent or guardian, understand that the unique out-of-school aspect of this program necessitates a real commitment by the student. Teachers within our district put in a great deal of time and effort to locate the job sites and arrange for students to have this opportunity. You have an important role in helping your child decide if they are ready to commit to the program. Once the decision is made, you can continue to play an important role by encouraging your child to have a positive attitude toward work and to report to the job site as scheduled.

In this program, students will:

- be monitored at the work site by a teacher–coordinator on a regular basis
- not generally be paid for training site hours
- be covered by *Workers' Compensation*
- be granted credits upon successful completion of the program
- be provided training and work assignments by a specified supervisor
- be required to telephone the employer and the school, if absent from work
- not be required to work on school holidays or examination days, but may work on such days, if an agreement is made by the student, teacher–coordinator and the employer supervisor.

(continued)

Source: Adapted from materials supplied by the Calgary Roman Catholic Separate School District No. 1.

If you have additional questions or concerns, please contact the teacher–coordinator.

(Please tear off the bottom portion of this letter and have your child return it to the teacher–coordinator.)

I have read the above form and hereby grant permission for _____
(Please print child's name)

to participate in all aspects of the Off-campus Education program.

DATE

SIGNATURE

PARENTAL INFORMATION/CONSENT LETTER SAMPLE 2

Dear Parent/Guardian:

As you are aware your child has chosen to participate in _____ this semester. The intention of this letter is to let you know about the unique conditions and circumstances of the Off-campus Education program.

Off-campus education is important and there will be some exposure to various career planning activities at all three grade levels. _____ is the most advanced level of career planning and job search skills offered. The objective is to help students research and identify their **educational** and **occupational** goals.

The following are some of the course objectives:

- to explore career opportunities at their source for career planning decisions
- to acquire credible experience and references for applying to post-secondary institutions, which have program quotas or demanding acceptance requirements
- to practise acquired knowledge of job search techniques, such as application forms, résumés, reference letters, and job interview situations
- to acquire credible experience to enter employment after graduation
- to attain hours that may be recognized toward a trade apprenticeship, if registering in the Registered Apprenticeship Program (RAP)
- to achieve 3 or more school credits, 10 of which could be recognized as a 30-level subject toward an Alberta High School Diploma.

The course is comprised of two separate components in which time and credits are flexible to adapt to individual student needs.

The classroom component is intense and generally requires 4–5 weeks to complete. The “CAREER TRANSITIONS” classroom material will focus on:

- Career Planning
 - self-assessment
 - labour market trends
 - occupational classification systems
 - post-secondary education and training
 - immediate, short- and long-term goal setting
- Labour Market Research
 - labour market information gathering
 - occupation research interviewing
 - employer expectations
 - labour regulations and legislation; e.g., *Employment Standards Code*, and *Occupational Health and Safety Act*

Source: Adapted from materials supplied by the Elk Island Public Schools Regional Division No. 14.

- Job Search Skills
 - job search techniques
 - applications, letters of application
 - résumé development
 - interviewing skills and practices.

The career planning unit builds upon skills and activities completed in CALM 20^① and focuses on values, personal goals, skills and interests.

Labour market research will consist of interviewing employers/employees representing the occupation(s) being explored.

Job search skills will be focused on **specific** employer needs. The résumé, applications, cover letter and interview skills will be developed and targetted toward the specific occupation as identified and chosen. There will be an opportunity to experience formal hiring procedures at the onset of the work site experience.

The job placement component takes place only after all the classroom activities are completed.

The existence of the Off-campus Education program and the student's success in it depends greatly upon personal accountability. Employers are willing to provide training and exposure to personal work environment only when assured that the student is genuinely interested in the occupation and attempting to meet employer expectations. The student must provide prior notification of any absence as would be expected by any regular employee, otherwise the placement will be terminated. No warning will be issued and any hours accumulated will not be carried forward to another placement.

_____ is basically volunteer work, although some employers cover transportation or incidental costs incurred by the student. Identifying, setting and achieving objectives are the rewards for completing the program.

Enclosed is a parental consent form, and a program contract.

As a parent, please sign the consent and the work agreement forms, unless you have questions or concerns. I can be contacted at the school should you require any further information.

The Off-campus Education program has received much recognition for its successes and career planning focus. I hope this program can be a meaningful experience that meets your child's objectives.

Sincerely,

Teacher–Coordinator

Encl: (2)

① CALM 20 is currently under review.

PARENTAL CONSENT FORM

Parent's Name: _____ Telephone: _____ (Residence)
Address: _____ Telephone: _____ (Business)
Student's Name: _____ School: _____

I hereby consent to the above named student being placed in a registered work station for the purpose of work experience.

I understand that:

- the school or the Board shall not be held liable or responsible for the student's transportation to and from the work station
- there may be no remuneration
- work and examinations missed in other classes must be completed
- the student will be expected to:
 - be prompt and regular in attendance at work
 - conform to company rules and regulations
 - accept direction and assessments from authorized supervising personnel
- students may be withdrawn from a station at the request of the employer, by notice to the school teacher–coordinator.

Signature: _____

Date: _____