

«Home_SCH»

Date: [Date of printing or delivery]

To: «Cont act »
«Empl oyer»

Fr om «Coor di nat or»

RE: Student Employee Evaluation Report

[Personal greeting from the Career Prep Coordinator to the business contact. This may include information about school happenings, the weather, season of the year, etc. Limit your information to approximately six lines to reduce printing to multiple pages.]

Included with this memo is an **Employer Report to the Career Prep Coordinator** for each student working with you and a self-addressed stamped envelope to return it to me. I would like to ask that you take a few moments of your busy schedule to review the student that you have working with you and complete their evaluation.

Your responses to the twelve areas of review are check marks to indicate the level that you perceive your student is at. There is also room at the bottom of the form to write any additional comments that you feel are important to include. After you have completed the evaluation, I would ask that you place the form or forms into the envelope provide and send it back to me. I'm hoping that this task can be completed and mailed prior to **[Return Date]**. I realize that this is a very quick turn-around time, but this will allow for mail delivery and processing of the evaluation in time to place the grade on the student report card.

I would like to thank you for your time with this task. Should you have questions, please feel free to contact me at «SCH_V» or by e-mail at «EAddress»

Thank You for your help and prompt attention!

**- Time Sensitive Material -
Immediate Attention Requested**
