

«Home_SCH»

«SCH_Address» • «SCH_City» • «SCH_Zip»
Voice: «SCH_V» • Fax: «SCH_F»

[Print or Conference Date]

«Parents»

«First_Name» «Last_Name»

«St_Address»

«St_City», MI «S_Zip»

«Parents»,

Let me introduce myself, my name is «Coordinator». I'm the Career Prep Coordinator for «Home_SCH» and along with «First_Name»'s assistance; I've arranged a «Program» experience for «GndrC».

Also included with this letter are several documents related to «First_Name»'s «Program» experience. The first of these documents is the employer evaluation (blue sheet) for the first marking period. This document identifies the traits that «First_Name» exhibits while on the work site. From this document, a grade for the marking period is computed. However, this isn't the only material that «First_Name»'s grade is based on. The other items are the Training Agreement (copy enclosed. If a copy of the original Training Agreement is not enclosed, that would be a reason for an incomplete (**I**) grade.

Also, required of «First_Name» is a weekly report of hours worked. [This report is due weekly and reported on my website. The address of my website is: «TWebsite»]. Included is a report of the hours worked and reported to me as of [Date] (white paper). Failure to supply me with these weekly reports or web assignments would be another reason for a student to receive an incomplete (**I**) grade.

In order to keep in touch with the students, I've asked «First_Name» to supply me with an e-mail address. The use of e-mail gives the students and me a way to keep in contact with each other or for me to contact them about changes in our schedule or deadlines they are to meet. Please encourage your «Child» to check their e-mail often to make sure that they don't miss any deadlines.

If any of these required documents or reported hours are missing, «First_Name» will have received an "I" (Incomplete) grade. Failure to get these documents turned in immediately will result in a failing grade for the marking period. I should also note that failing the related class will also result in failure of the «Program» experience.

Respectfully,

«Coordinator»

[Career Prep Coordinator]
