

December 18, 2007

Dear Parents,

The first semester of our Work Tech Class is now in the final days. As everyone passed with flying colors, everyone will be participating in the Job Site portion of the class. Each student as part of taking responsibility for getting materials for job application is bringing home a packet of information regarding Work Tech for next semester, as well as well as required documentation for completion. We are enclosing the same information that has been sent home from class with your child. It is for your information and to serve as backup in case you need a second form over the holidays. Please fill out one complete set and help your student to get all of the necessary paper work in on time. Below is a list and brief description of the forms:

- Work Tech Course Description–Summarizes expectations of the course for the school year.
- Work Study Consent to Participate and Consent for Treatment Release Form – This form allows your child to work off site and in case of injury, to have prompt access to medical treatment. **This form must be signed and notarized.**
- Work Study Cautions Release form– this form must be signed by both parents and students.
- Hourly Log Sheet – example of what will be at the work site that students are required to fill out for part of their grade.
- Work Site Evaluation Sheet – Work Site Supervisor will regularly use this form to evaluate a student. This will serve as the basis for the majority of their grade.

Additional Information;

- The match interviews will take place following Christmas break. After group observations of certain industries, students will begin work at the work sites at the end of January. Some rotation of experiences may occur during the semester. Job Site Information – goals, hours of work, dates, job description, and employer information will be updated through your student as they are placed into jobs.