

OFF-CAMPUS EDUCATION – PROGRAM PARENT/GUARDIAN INFORMATION

Dear Parent/Guardian,

Your child has requested to participate in Off-Campus Education activities this semester. The intention of this letter is to let you know about the unique conditions and circumstances of the Off-Campus Education Program. The main purpose of off-campus education is to help students research and identify their educational and occupational goals. Additional objectives are:

- to explore career opportunities at their source for career planning decisions
- to practice knowledge and skills in the use of application forms, resumes, reference letters and job interview situations
- to acquire credible experience to enter employment after graduation
- to attain hours in specific workplace skills to earn high school credit
- to achieve three or more high school credits, ten of which could be recognized as 30-subject toward an Alberta High School Diploma
- to acquire credible experience and references for applying to post-secondary institutions

As part of the Off-Campus Education Program, students will be required to complete coursework related to job preparation, with an emphasis on workplace health and safety.

Employers are willing to provide training and work experience only when assured that the student is genuinely interested in the occupation and trying to meet employer expectations. Teachers within the High Prairie School Division contribute considerable time and effort in mentoring and monitoring student performance. In this program, students will:

- be in communication with the school's Off-Campus Coordinator on a regular basis
- 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 if absent from work

The student's success in off-campus activities is greatly dependent upon personal accountability. As parents/guardians, you play an important role in helping your child decide if he or she is ready to commit to the program and by encouraging your child to have a positive attitude toward work and other requirements of the program.

For your child to participate in the requested course or program, your informed consent is required.

Please sign Form 260G - Off-Campus Education Program Agreement and Form 260H-4 Student Expectations and Responsibilities. If you have questions or concerns, I can be contacted at the school and will be most willing to provide any further information you may require.

I hope this program can be a meaningful experience that meets your child's objectives.

Sincerely,

Off-Campus Coordinator

Date