

[INSERT DATE]

Dear Parent/Guardian,

Your child has requested to participate in the Off Campus Education Program this semester. The intention of the letter is to let you know about the unique conditions, circumstances, and opportunities of this learning experience.

The main purpose of the Off Campus Education Program is to help students research and identify their **educational** and **occupational** goals on their Learner Pathway. Additional objectives may include:

- exploring career opportunities,
- planning for educational and occupational decisions,
- practicing knowledge and skills in the use of application forms, resumes, reference letters and job interview situations,
- acquiring credible experiences and references to apply for post-secondary and/or enter employment after graduation,
- attaining hours that may be recognized toward a trade apprenticeship, if enrolling in the Registered Apprenticeship Program (RAP),
- achieving three or more school credits, ten of which would be recognized as a 30-level subject toward the completion of an Alberta High School Diploma.

As part of the Off Campus Education Program, your child will be required to complete assignments and assessments in school related to job preparation, with an emphasis on workplace health and safety. As part of a Learner Pathway, your child may be required to conduct research on specific occupations of personal interest prior to placement at an off campus work site.

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 Northern Gateway Public Schools contribute considerable time and effort in locating the work sites, arranging for the off campus education opportunity, mentoring students and monitoring performance. In the Off Campus Education Program, students will be:

- monitored at the work site by the School Off Campus Teacher on a regular basis,
- covered by Workers' Compensation,
- granted credits upon successful completion of the program,
- provided training and work assignments by a specified supervisor,
- required to contact the employer and the school if absent.

Your child will 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, the School Off Campus Teacher and the employer

Your child's success in the Off Campus Education Program is greatly dependent upon personal accountability. As parents/guardians, you can 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 the other requirements of the program.

In order for your child to participate in the Off Campus Education Program, your informed consent is required.

Please sign the Parental Consent Form and the Off Campus Agreement. If you have any questions or concerns, I can be contacted at [INSERT SCHOOL PHONE NUMBER] or [INSERT EMAIL ADDRESS]. I will be most willing to provide any further information you require.

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

Sincerely,

[INSERT SCHOOL OFF CAMPUS TEACHER NAME]

School Off Campus Teacher
NGPS Representative

Enclosures: (2)

Parental Consent Form
Off Campus Agreement