



## OFF CAMPUS PARENTAL INFORMATION / CONSENT LETTER

Date:

Dear Parent / Guardian:

Your child has requested to participate in Off Campus Education Program 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 that may be recognized toward a trade apprenticeship, if registering in the Registered Apprenticeship Program (RAP).
- To achieve three or more school credits, 10 of which could be recognized as a 30-level 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 in-class work related to job preparation, with an emphasis on workplace health and safety. As part of career planning, they may be required to conduct research on specific occupations of personal interest, prior to placement at an off campus worksite.

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 our Division contribute considerable time and effort in locating the job sites, arranging this opportunity and mentoring and monitoring student performance. In this program, students will:

- Be monitored at the worksite by an 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 and the school, if absent from work.
- 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, Off Campus Coordinator and the employer supervisor.

The student's success in off campus activities 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 other requirements of the program.

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

Please sign the attached Parental Consent form and Program Work Agreement form. If you have any 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**

Enclosed: 1) Parental Consent  
2) Program Work Agreement