Letter to parents or caregivers

As students approach their senior years of schooling they are beginning to develop their understanding of the patterns of employment, education and training. To assist students, this school is conducting a School to Work Planning program. This program involves students (with the assistance of parents, caregivers and school staff) developing a plan to help them make the transition from school to work or to continuing education and training.

Your permission is sought for your child to participate in the program.

You are invited to attend a meeting at ______________ (time) on ___/___/____. (date) at _______________________________________ (place) where your child's goals and aspirations will be discussed and a plan developed to help bring those goals to fruition. The meeting will take approximately 30 minutes.

Other planning participants at the meeting will include: ______________________________
___________________________________________________________________________
___________________________________________________________________________

If you would like to discuss this program or require more details, please contact the coordinator at the school.

Yours sincerely,

________________________
Coordinator

________________________
Phone

________________________
Principal

________________________
Date