

Parent Signature Page

Welcome to SBMS Career Study Week. Thank you for helping.
This sheet is to be signed by a parent at various times through the next 2 months.

Part I – Choosing the Job (end of September)

I have seen the student timeline and have it posted for my child.

I have read through Part I, “Choosing the Job,” in the CSW Career Study Week Workbook with my child. I understand that neither my child nor I may contact any employer until after the job choosing lottery in October. Main dates are on page **Error! Bookmark not defined.**

#1 Parent Signature: _____

Part II – Before the Job Begins (middle of October)

I have read Part II, “Preparation for the Work Week,” with my child. My child called his/her employer and set up an appointment to meet. At the meeting, the “Volunteering Employer’s Confirmation Sheet” was filled out and left with the employer. The student must have the volunteering employer sign the “SBMS Student’s Job Confirmation Sheet,” which the student will tear out, fill out, and turn in. The student will also read out, fill out, and turn in the “Employer Confirmation Letter.” My child and I read and signed page 75.

#2 Parent Signature: _____

Part III – Career Study Week (first week in November)

Starting the night BEFORE the First Day of Work (Read page 28, “Note to Parents”):

I understand I will ask my child the discussion questions that occur in Part III, “Career Study Week the Nitty Gritty,” every night beginning the night before their work day.

#3 Parent Signature: _____

After Career Study Week is over:

I have proofread my child’s “Thank You” letter to his/her employer. The format should follow examples of business letters provided. **The Letter is without any errors.**

The envelope is correctly filled out, stamped with a first class stamp.

The original, signed letter, along with the envelope was sent in the envelope. A copy of the letter is in the CSW Workbook pocket.

My child checked that “The Final Workbook Packet” contains:

Résumé, and a copy of the Thank You letter is in the workbook pocket.

Career Study Week Unit Review Evaluation, Parent Signature Sheet, and Extra Credit (if chosen) are complete. Put in Boxes in Whitney’s office by the first Friday in December.

#4 Parent Signature: _____