

January 10, 2018

Dear EHS students and parents:

On February 21, 2018, EHS will administer the ACT Work Keys to all 12th graders.

When planning for these tests, we will allow our 9th, 10th and 11th grade students the opportunity to explore suggested enrichment activities off campus on February 21, 2018. For this reason, 9th, 10th, and 11th grade students will be excused from attending classes on campus February 21, 2018, by providing the attached form and documentation of participation in at least one of the following enrichment activities:

- **College Visit-** The student will make prior arrangements to visit a college of his choice on February 21. A signed and dated letter on university/letterhead or form from the college visited will serve as documentation.
- **Career Visit-** The student will make prior arrangements to visit a business of his choice on February 21. A signed and dated business letter from the location of the career visit will serve as documentation.
- **Independent Community Service-** The student will make prior arrangements with an organization and perform community service on February 21. A signed and dated letter from the organization the student assisted will serve as documentation.
- **Educational/Historical Site Visit-** Students interested in historical and educational learning opportunities in the Wiregrass area may want to visit attractions such as Landmark Park, Ft. Rucker Aviation Museum, Alabama Archives, or Enterprise Museum and Train Depot, etc. A ticket stub from the site will serve as documentation.
- **Career Research Assignment-** The student will complete the Skills Inventory, Interest Inventory, and Values Inventory portion of the Kuder Assessment online at <http://kudernavigator.com> (user name and password can be obtained from your counselor) on February 21. The assignment below will serve as documentation.
Utilizing and referencing the results of your Kuder Assessment, research and summarize in your own words 3 careers. This research summary should include the salary, education needed, job description, and colleges offering educational tracts of career paths for each of the 3 careers researched.
- **Professional Interview-** The student will create interview questions and use them to interview a working adult on February 21. This interview may occur over the phone or face to face. The assignment below will serve as documentation.
Utilizing 10 professional interview questions you created, interview a working adult. In addition to the interview questions and answers, provide the name of the person interviewed, their occupation, and place of employment.
- **Enrichment assignment-** The student will complete the enrichment assignment on February 21. The assignment below will serve as documentation.
Utilizing your 4 year plan, available online (<http://kudernavigator.com>), identify a class that you have taken or plan to take next school year. How much do/did you know about the

subject prior to taking the class? What is/was your goal for taking the class? If you are describing a course you have already taken, did your goal change as the class progressed or did you meet your goal? Explain how this class fits into your college/career plans or how this class may help you identify your college/career plans for life after high school.

- **Employed Students-** The student may attend their place of employment on February 21. A signed and dated letter from the employer indicating number of hours worked on February 21, including employer's name, title, and phone number will serve as documentation.
- **Co-op and Dually Enrolled Students-** Students in Cooperative Education Courses or those who are Dually Enrolled will participate in their regular work or college activities. Co-op students, however, should follow the regularly established process for documenting their hours worked.

We are aware that some 9th, 10th and 11th graders may want to attend school; therefore, our buses and the breakfast and lunch program will run as usual. Ninth, tenth and eleventh grade students who attend school on the 21st must report directly to the library and will be given opportunities to complete one of the above assignments. Ninth, 10th and 11th graders should return to school on February 22nd and turn in their enrichment documentation to their 1st block teachers to receive a school related absence code (8s).

All 12th grade students are required to attend school on February 21, 2018, to take the ACT Work Keys exam. Students taking the ACT Work Keys will have the opportunity to eat lunch in the EHS cafeteria after the completion of their exam, and may check out after testing/lunch with a parent note and receive a school related absence code (8s).

In summary, **school is mandatory for all 12th graders on February 21, 2018;** and is excused for 9th, 10th and 11th graders who provide the attached form and documented participation in at least one of the above outlined enrichment activities. Thank you in advance for your support as we try to provide the most beneficial education environment for our students as we prepare them for college and a career!

Sincerely,

Brent Harrison

Attachment (1)

Enterprise High School
Enrichment Activity
Documentation Form

This form must be returned to your first block teacher on February 22 in order to receive an excuse of 8s on February 21.

Student Name _____ Grade _____

Please mark the activity in which you participated on February 21 and attach the appropriate documentation described:

_____ **College Visit**

Attach signed and dated documentation on university/college letterhead or form from the college visited.

_____ **Career Visit**

Attach signed and dated documentation on business letterhead from the location of your career visit.

_____ **Independent Community Service**

Attach signed and dated letter on business/organization letterhead from the location of your community service.

_____ **Educational/Historical Site Visit**

Attach a ticket stub from the site visited.

_____ **Career Research Assignment**

Attach assignment.

_____ **Professional Interview**

Attach assignment.

_____ **Enrichment Assignment**

Attach assignment.

_____ **Employed Student**

Provide signed and dated documentation from employer of hours worked on February 21, including employer's name, title, and phone number.

The option below does require you to turn in documentation because the school has already documented your attendance.

Co-op/Dual Enrolled Students

Only students currently enrolled in co-op or dual enrollment courses are eligible for this option. No additional documentation is required. Co-op students should, however, follow the regularly established process for documenting their hours worked.

Absences will be marked unexcused unless proper documentation is attached to this letter. Letter and required documentation must be turned in to your first block teacher on February 22.