

January 7, 2013

Dear Parent/Guardian:

**Job Shadowing Day** is a nationally recognized event that encourages high school students to experience real life jobs in the local workforce. On Thursday, February 7, 2013, ninth grade students in Houston County High School Business and Computer Science and Marketing Departments will participate in a job-shadowing activity. During the shadowing day, students are expected to report to their pre-arranged destination during the time that they would normally attend school. Teachers will be assisting students in this meaningful shadowing experience that will be related to the student's career interest. This is not a mandatory activity; it is a voluntary activity that is highly encouraged. Students who are participating should have reliable transportation and insurance.

**It is important that the teacher, the job contact, the parent and the student all approve job-shadowing experiences by January 24, 2013.** All students who are approved for job shadowing will be listed as a school related activity.

**The following are examples of appropriate job shadowing scenarios:**

- A student accompanying parents, guardians or family members to work.
- A student working for a day at a retail business related to his/her program area.
- Student volunteer work under supervision of a media professional.
- Other options approved in advance by CTAE Business and Computer Science, Marketing or WBL teacher.

Please consider this opportunity for your child. If you have questions, contact your child's CTAE teacher at (478)\_\_\_\_\_. If you grant permission for your child to participate, please complete the **Job Shadowing Parent/Student Packet**. Please read, sign and return to your child's CTAE Business and Computer Science, Marketing or WBL teacher by January 24, 2013. If you have further questions, please do not hesitate to contact us.

Yours in Education,

CTAE Teacher