

## Sample Parent Letter

Date

Dear Parents:

Your son/daughter is receiving high school credit for being release early from school to work at an agriculture related job. I am enclosing two copies of the Memorandum of Understanding. Please sign and return one of the contracts to me.

I want to emphasize some of the important guidelines that must be followed for the work program to be a success.

1. Students must arrive at school on time in the morning. If a student is absent from school, he/she is not allowed to work that day. If this is abused, students will be removed from the work experience program and put in a full day of regular classes.
2. Students must maintain good grades and good discipline in all school classes and activities. Students must be punctual to all classes. If a student is assigned detention, it shall be made up after school, even if the student must miss work.
3. Students are to keep me informed of their work schedule, days off, etc. Students are to go directly to work or home after they leave school. I realize that a few of the students may have a regular school day as their day off from work. Still, the student must leave school after his/her last class and go home. Students should not be seen downtown or back at school.

It has been my experience that the above three items need to be emphasized. It is a privilege to work in the agriculture cooperative program and only those earning the privilege will be allowed to participate. If these guidelines are followed, I know your son/daughter's work placement will be a valuable experience.

Thank you for your cooperation. If you have any questions, or if a problem should arise, please contact me.

Sincerely,

Jane Henry, Agriculture Instructor  
Anytown High School