Dear Employer:

On behalf of the Work-Based Learning Programs in Banks County, I would like to thank you for your willingness to employ and evaluate our working students.

At the beginning of school, there are a number of forms that the school must have on file for these students since they are receiving the same unit of credit for this course as English, Math, etc. Each student will need to have this letter, a School Closure Policy, and an Employer Assurances and Information form. These forms will require your signature.

The training plan development section of the Employer Assurances and Information form assists in identifying tasks that the student is now or will be performing or learning on the job. These tasks are individualized for each student based on their employment. During my first site visit we will review/develop the training plan based on tasks identified by you the employer.

Each 9 week grading period I will need to visit with you or an assigned supervisor/mentor to complete a Skills Evaluation form. As part of our 2nd meeting I will also have you complete a Training Plan Evaluation. These meeting will be brief and the evaluation forms take less than five minutes to fill out. This site visit is an essential part of our program and I appreciate your assistance in working with me to complete necessary paperwork.

**Students are also required to attend a monthly meeting to be held on the Wednesdays listed below**. Students are expected to make arrangements with you, well in advance, so schedules can be arranged to accommodate the time off. I appreciate your assistance in helping the student meet this requirement. Students will attend the meeting time that corresponds with their release period.

**August 18, 2021**

**September 15, 2021**

**October 20, 2021**

**November 17, 2021**

**December 8, 2021**

**January 19, 2022**

**February 16, 2022**

**March 16, 2022**

**April 20, 2022**

**May 11, 2022**

Thank you in advance for your cooperation. I hope you will find that students in the Banks County Work-based Learning Programs do an excellent job for you. Please feel free to call if you have any questions or concerns. Work Cell Number: 678-640-0188: School Office Number: 706-677-2221 Ext. 1609

Lynne Warren, Work-Based Learning Coordinator

Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_