High School

Dear Parent or Guardian,

Your student is requesting an internship placement and/or has enrolled in the Internship Program at Your High School. This is a collaborative effort between the High School and the Community College to offer students college credit while students are gaining real world work experience. This is a great opportunity for students to learn new skills, gain knowledge, and to engage in relevant experiences while exploring their career interests.

Students earn college credit at their internship experience. A maximum of X can be earned. ***Once the internship has been set up, there is a one-time fee of $30 payable to High School***. Workman’s compensation is provided by the School District for students in any non-paid internship experience. Students must provide their own transportation to and from their internship site.

Please feel free to contact me if you should have any questions and/or any concerns. Sincerely,

**Name**

School to Career Coordinator

Phone

email

Student Signature: Date:

Parent Signature: Date: