



880 Parsons Road
Traverse City, MI 49686-3692
231. 922.6298

Dear Parents:

Your son/daughter has applied for Co-op/Work Exploration employment through the Career-Tech Center Placement Services Department. Cooperative Education/Work Exploration placement gives students an opportunity to practice skills learned in Career-Technical vocational classes as well as gain skills and knowledge through on-the-job training.

Your student has signed a Responsibilities Contract and has been given a copy of it. A Training Agreement providing necessary details of the placement is included for your signature. We encourage you to read both the Training Agreement and the Student Responsibilities Contract. The Training Agreement, which serves as a work permit, must be returned to the Placement Coordinator prior to the beginning of the Co-op/Work Exploration training experience.

If you have any questions, feel free to contact the Placement Office, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. We look forward to working with your son or daughter throughout the Co-op/Work Exploration training.

Sincerely yours,

The Career-Tech Center Placement Department

Enclosures:

Training Agreement
Student Responsibility Contract
Cooperative Education/Work Exploration

Work Exploration students are not required to report to the job site on snow days.