

November 5, 2009

Parent(s)/Guardian(s) of: _____ ID: _____

Congratulations! Your child has been selected by the Lead Teacher of his/her Academy to participate in our Career Experience Opportunity (CEO) internship program. This internship experience is an honors course offered by Miami-Dade Public Schools that places your child in an off-site career experience to further his/her "expertise" in the field and apply the knowledge he/she has learned. For more information about the CEO internship program, you can visit our CEO Guide at: <http://ssr.dadeschools.net/flip/CEO.asp>.

Your child has been recommended for placement based on the following criteria: successful participation in one of our school's Academies for the past two years; enrolled in the eleventh or twelfth grade; accomplished course work in the aligned area of study; demonstrated good conduct and attendance; acknowledged interest in this opportunity; and, a readiness for an experience in the business world.

If you would like your child to participate in this program, several requirements must be met:

- The student must have school accident insurance, or you must provide proof of private insurance that will cover any incurred expenses for injury in full.
- The student must have transportation to and from the business site.
- The student must comply with all the business' rules, e.g., appropriate clothing, including if required, identifying or brand tags or garments.
- The student must have a photo ID. The current school's ID tag is acceptable.
- The student must provide current and accurate emergency information, which can be updated at school.

Should you have any questions, please call the Lead Teacher for your student's Academy at (305) _____ . If you and your child want to be part of this extraordinary opportunity, then both of you must sign below to confirm acceptance and agreement with the terms set forth above.

Sincerely,

Principal's Name
School's Name

PARENT:
Print Name: _____ Signature: _____ Date _____

STUDENT:
Print Name: _____ Signature: _____ Date _____

LEAD TEACHER: _____