

High School School-to-Career Program



Career Related Learning Experience (CRLE) Paperwork

Name: _____ Date: _____

Student ID: _____ Grade: _____

Placement (Name of CRLE/Job Shadow volunteer host or field of career day/career spotlight event):

Volunteer Signature: Please sign verifying that the student is present for the Career Related Learning Experience (If you did not get a signature, you can get a signature from College & Career Center.)

CRLE Permission Form /Transportation Release Form

*****Please fill out form and SHOW to Career Center BEFORE attending Job Shadow.***

******Make sure Parent/Guardian excuse your absence with the Attendance Office separately.***

Student Name: _____ Age: _____

Student ID: _____ Phone: _____

Emergency Contact and Phone: _____

My son/daughter has permission to be involved in an informational interview/job shadow/career day experience during his/her school day. I understand that my son/daughter is responsible for his/her own transportation to and from the event.

Student Signature

Parent/Guardian Signature

Prearranged Absence Form (if necessary)

*****IF CRLE IS DURING SCHOOL, TEACHERS & PARENT/GUARDIAN MUST SIGN*****

(You fill in) Date of Experience: _____ Start Time: _____ Return Time: _____

I agree to complete my assignments for each subject and have them ready to hand in the day I return to school, unless special arrangements have been made with my teachers. I understand that any work not completed will be an "F." *I also understand that failure to obtain teacher approval in any class where I will be absent will result in an unexcused absence in that class. You only need signatures from the teachers whose classes you will miss.*

<u>Period</u>	<u>Teacher Signature</u>	<u>Comments</u>	<u>Current Grade</u>

Parent/Guardian Signature: _____

REMINDER: Parents/Guardians remember to excuse your student with attendance office AHEAD of time, sign all signature spaces, and check student's grades. YOU are responsible for transportation - we have bus passes for public transportation if needed.

CRLE (Job Shadow) Questions:

Student Name: _____ Date: _____

Company Name: _____

Occupation/Job Title: _____

GHS Student: Find answers to all or some of the questions, based on what you think is most interesting.

1. Name some duties/responsibilities for this job:

2. What skills and/or personal qualities are needed for this job?

3. What are the physical demands/working conditions of this job?

4. Does your job require any special training?

5. How much education is required for this job?

6. What is the potential for advancement in this position?

7. What do you like most/least about your job?

8. What is the salary range for this job?

9. What are the fringe benefits? (i.e., insurance, education, vacation, etc.)

10. What advice/guidance/recommendations do you have for someone entering into this profession?

****** If you would prefer to write a 1 page paper about your experience, instead of answering the questions, this is also an option. *** Attach a typed copy.***

*****This is the last step for you to complete your job shadow packet*****

Sample Thank-You Letter

- 1) Write one letter, attach it to your CRLE packet and give it to the Career Center. It will then be forwarded to the Hillsboro Chamber STC office for you.**
- 2) This is only an example/suggestion. Use your own wording.**

If you do not have contact information for the presenter, and it was organized through the Chamber of Commerce School to Career Program, write it to:

**CRLE Presenter for (fill in the title)
% Hillsboro Chamber STC
5193 NE Elam Young Parkway, Ste A
Hillsboro, OR 97124**

Here is a sample letter for you to follow: (please type)

Date

Dear Ms. Mac (or To Whom It May Concern),

Thank you for providing me with the opportunity to participate in the career experience on (September 22). It was truly a learning experience to discover exactly what your job entails and the responsibilities placed upon a (video game designer).

As a result of my studies at Glencoe High School and my experience with you, I am more determined than ever to pursue a career in (video game design). I have discovered that your profession requires teamwork and creativity, and I am excited to continue to develop these skills. Something I really liked during my experience was (fill in here).

Again, thank you for providing me with such a wonderful learning experience. Your contribution to the community and the schools is greatly appreciated.

Sincerely,

(sign your name above the typed name)

REMEMBER: (replace with accurate information inside the parentheses throughout) - do not leave the parentheses in the letter :)