

(Template – local branding permitted; content aligned to Simulated Workplace expectations.)



## Parent/Guardian Notification Letter

Dear Parent/Guardian,

This letter is to inform you that **(Student Name)** is enrolled in the **(Program Name)** Simulated Workplace program at **(School Name)**.

Simulated Workplace is designed to reflect real-world workplace expectations. Within this environment, students operate as members of a professional organization and are held accountable for their actions, decisions, attendance, and performance. The program emphasizes safety, responsibility, professionalism, teamwork, communication, and work ethic skills that are essential for success beyond high school.

Simulated Workplace programs are developed in alignment with business and industry expectations. Throughout the year, students may participate in activities that mirror workplace practices, including clocking in and out, following safety protocols, adhering to drug-free workplace expectations, collaborating in teams, and meeting established performance standards.

Students will also engage in hands-on learning experiences connected to their program of study. These experiences are designed to strengthen technical skills, reinforce academic concepts, and build career readiness. As students progress, they develop workplace knowledge and may earn industry-recognized credentials when applicable. We value your partnership in supporting your child's academic and career goals. If you have questions or would like additional information about Simulated Workplace or this program, please feel free to contact me.

Sincerely,

Instructors Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_