**Sample Letters**

(Month Day), (Year)

Dear Parents of (Name of Student)

During the past school year, High School has been involved in a process to strengthen the academic and career portions of your student's school experience. It is the desire of the school to have parents more involved in the educational process with their student.

As students begin their selection of classes for grades 9-12, parents are being asked to participate in the process. Materials related to academic progress, future plans, and graduation requirements need to be examined and a plan developed in a team approach for your student. It is the desire of the school system that the students see the connection, goal, and purpose of education and how it relates to their future plans. Parents are a vital part of this process.

Parents are invited to attend a conference with their student and teacher/advisor to plan their student's schedule for the upcoming school year. The conferences will be the evening of (Month Day) and morning of (Month Day), and last about 20 minutes. Your conference time is listed below. If there is a conflict with your conference time, please contact .

During your conference, you will have a chance to review courses that your student has taken and help plan courses for the upcoming school year that align with the students’ ICAP. Advisors will have information to share with you about courses offered, Technology Center options, college requirements, graduation requirements, and GPA.

Please make plans to attend this conference as your student will not be allowed to pre-enroll until a conference with parent/student/advisor has been held. We look forward to visiting with you during the conference.

Sincerely,

Conference Date Time

(Month Day)

Dear Parents of Eighth-Grade Students:

You are invited to participate in a Career Options Conference with your eighth- grade student. During the current school year, your child has taken the OK Career Guide assessment, an interest inventory and academic achievement test, and has participated in Career Paths, an interactive career fair.

These activities have been designed to help your student determine his/her Individual Career Academic Plan (ICAP). Studies reveal that young people who spend time during their middle school years exploring possible careers have a much better chance of being successful in the future.

With this in mind, the Public Schools request that you participate in this conference with your student. The 30-minute sessions will be scheduled (Month and Day(s)) with one of the faculty members. At this time, an advisor will discuss your student's OK Career Guide assessments, help him/her understand the course offerings he/she will take during high school, and enroll your student for his/her first year of high school. The conference will provide you an opportunity to focus on your student's future plans and dreams. You will also learn about high school graduation requirements, Technology Center options and college entrance requirements, as well as begin to create a high school plan to help your student achieve his/her career and academic goals.

A faculty member will contact you by telephone the week of January 29 - February 4 to set up your conference time for the following week. We ask that you make time to attend because we feel this conference will be very valuable to your student.

During the first week of (Month), students will bring home a *High School Program Guide* identifying available course descriptions and other pertinent information for enrollment. This will be discussed with you during the conference.

If you have questions or need more information, please contact , Middle School counselor.

Sincerely,