

Dear parents of H.S.A.P. students,

As a student enrolled in the High School Apprenticeship Program, your son or daughter will have a number of responsibilities that must be fulfilled in order to earn credits. These responsibilities include:

1. Strong attendance at work. They are responsible for getting to work.
2. Strong attendance at school. Poor attendance at school and poor marks can lead to a loss of their H.S.A.P. placement.
3. Good communication with their employer, especially when they cannot attend work due to illness, etc.
4. Strong performance at work. They are going to be treated like a regular employee and if they are not satisfying the requirements of their employer they can be laid off. If that occurs, they will only receive credits for marks of 70% or higher on their evaluation.
5. Hand in their pay stubs to me monthly so that I can keep track of the hours they have worked.
Remember
- No hours – No credits!
6. Complete all of the required paper work. We won't keep track of hours until all of the paper work is handed in.