Dear EPI Parent/Guardian,

Job Shadow experience is an essential part of the EPI program for Juniors. In order for the Job Shadow component to be successful, we need the assistance of parents/guardians of our students.

Four job shadow experiences are required of EPI students to fulfill the requirement for their EPI diploma. Two of the experiences are class job shadows offered as field trips through EPI. These may be completed through the Bay Bridge Field Trip, the California Aerospace Museum Field Trip, an on campus Question & Answer session by Caltrans Surveyors, etc.

Two of the experiences need to be set up by the student with assistance from parents and EPI teachers. They may be with a relative or family connection, but not a parent/guardian. These job shadow experiences must be for three hours or more. Students are allowed to be excused up to four hours from school.

Your student has been provided with a Job Shadow Guide, which includes Job Shadow Questions, an Observation Form, a Student Reflection Sheet, and a Student Job Shadow Evaluation. Students are encouraged to ask you or your EPI teachers for assistance for setting up their job shadow experience. Unfortunately, it is not possible for a teacher to attend with your student; however, if at all possible, we encourage you to transport your son/daughter to and from their job shadow.

In order to have your student participate, we must have your signed permission. To that end, the attached forms must be signed and returned:

1. EPI Job Shadow Parent/Guardian Acknowledgement Form: Due end of October
2. Permission Form: must be completed one week prior and submitted to Mr. Santillanes.
3. SJUSD Field Trip Permission Form: must be completed one week prior and submitted to Mr. Santillanes.

Please contact me if you have any questions or concerns regarding this project.

Sincerely,

Ed Santillanes

EPI Program Coordinator
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