Thomas County Central High School

Brandi Miranda

Work-Based Learning Coordinator

4686 US Hwy 84 Bypass

Thomasville, GA 31792

229.225.5050 Ext. 192

Dear WBL Supervisor or WBL Mentor:

On behalf of the Work-Based Learning Programs in Thomas County, I would like to thank you for your willingness to mentor and evaluate our students.

At the beginning of school, there are a number of forms that the schools must have on file for each student since they are receiving the same unit of credit for this course as English, Math, etc. Each student will need to have this letter, training agreement, and an initial training plan signed and on file. These forms will require your signature. The training agreement explains what is expected of all parties involved in this cooperative training program, and the training plan identifies tasks that the students is now performing or learning on the job.

A student who is absent from school for the day shall not participate on the job that day, unless the coordinator has given prior approval. If a student is absent, you may receive a call from the work-based learning coordinator to confirm whether the student reports to work. Students have been informed that it is their responsibility to adhere to this policy and to give you advance notice of any absences. I hope that these students will become more productive and dependable employees.

Periodically, the student or I will bring a job evaluation form to you to be completed. You should be able to fill it out in approximately five minutes. Your comments about the student-employee are always important. Thank you in advance for your cooperation. I hope you will find that students in the Thomas County High School’s Work-Based Learning Program will do an excellent job for you. Please call if you have any questions.

Sincerely,

Brandi Miranda

Thomas County High School’s WBL Coordinator