



To The Employer:

Thank you for agreeing to mentor a student in the Buffalo Trail Off -Campus Program. We are excited that we are able to bridge the gap between the world of work and the world of high school to help students develop employability skills for the future. Your employee will be able to contribute to your business as they gain valuable experience and credit towards their high school diploma.

Many employers are worried about the paperwork demands of this program. You as the employer will be asked to do the following:

1. Read and sign the attached program agreement and have the student return it to the school. Once this agreement is signed and returned to the school the student is considered to be an employee of Alberta Education and is covered by Alberta Education's Workman's Compensation plan.
2. Provide an appropriate safety orientation for the employee.
3. At the end of each month sign the Buffalo Trail Public Schools timesheet, which should be filled out daily by the student (see attached sample). It is the responsibility of the student to return the sheet to his/her school each month.
4. Direct the tasks and routines of the student as you would do for any employee.
5. Fill out evaluation forms provided by the off-campus coordinator at midterm and final.

Within the next few weeks you will be contacted by a Buffalo Trail Off-Campus Coordinator who will come to your business for a short visit to discuss safety, evaluation, and a training plan.

If you have any further questions please contact me at (780- school number).

Sincerely,

---

Off -Campus Teacher

---

School Name