Date

Dear {---------------------------------},

On behalf of the *(****school district/SU)*** Community, we would like to thank you for your participation in the Work Based Learning Program.   A  successful Work Based Learning (WBL) experience cannot exist without  the support, commitment, and involvement of the student, his/her parent or guardian, the school, and *you*.

Even though, H.513 (Act 49) was enacted in May, 2017 and revised in November of 2018, exempting flexible pathways partners from criminal record check requirements, the *(****school district/SU)***has developed administrative rules and procedures to ensure that volunteers, such as Work Based Learning Site Supervisors are appropriately screened prior to entering into service in the school district.

Thus, the screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a volunteer.  The cost will be covered by the school for the 2019-2020 school year and once approved, your standing will be on record for 365 days.

Attached are the following documents issued by the *(****school district/SU)***for you to complete and one of them you will need to complete with (contact person) from Central Office, which is located on (central office address). If you have further questions, please feel free to call her at (phone number).

Thank you,

, Principal

, WBL Coordinator