



DATE

Re: <<First Name>> <<Last Name>>, <<School Name>>

Dear School Leader(s),

This letter verifies <<First Name>> <<Last Name>> has successfully completed the requirements of a <<Summer Program Title>> during Summer \_\_\_\_.

<<Summer Program Title>> consists of \_\_\_\_ hours of total programming, which includes \_\_\_\_-hours of work readiness training, and a \_\_\_\_-hour work-based placement with a company aligned to the student's career interests and skills. **Your student completed the \_\_\_\_\_ Department of Education minimum requirement of \_\_\_\_ hours to earn one (1) high school credit. Please record this course on the student's transcript with course code \_\_\_\_\_ and course name <<recommended aligned course>>.**

This student worked for <<Placement>>, and was assigned duties and responsibilities that furthered the student's understanding of the work of the \_\_\_\_\_ industry Activities and assigned duties included \_\_\_\_\_.

The program staff conducted regular in-person check-ins with the student at the job site throughout the internship to verify the student was working and the job-site was safe and appropriate. In addition, the staff checked in with the student's supervisor and provided any needed support to the student. Students logged their training and internship hours using the ImBlaze system and hours reported were approved by their coaches and internship supervisors. The ImBlaze data also was used as documentation to process student payroll.

All students were assessed by their coach at the completion of training. The student's intern supervisor also is asked to conduct a similar assessment of the student's performance and skills at the completion of their internship. Interns were all required to complete a capstone project presentation as a part of their final internship close out process.

Thank you for allowing this student the opportunity to earn valuable industry exposure, experience, and school credit. Please reach out to us at <<Add e-mail address>> if you have any specific questions.

Sincerely,

<<Add Name>>

Real-World Skills. Real-Life Success.