

Dear Parent/Guardian,

During the school year, _____ will have a Level I Vocational Evaluation completed. This is completed for all students enrolled in CVES programs as part of an ongoing process. This begins during the year the student turns age 12, and is updated as needed. All new students entering our programs (ages 12-13) will need to have a Level I Vocational Assessment if not already completed.

A Level I Vocational Assessment is:

- A structured process that takes place over several years, starting at age 12
- A review of existing student information to assess basic skills and determine a student's interest
- A structured collection of information about the student's interests and abilities inside and outside the school environment
- Allows the student and family to work with the school in the career decision- making process.

The Level I Vocational Evaluation is a ***team process***. It consists of a teacher interview, student interview, parent interview, and interest summary. The information is then compiled into a summary report.

The parent interview is your perception of what you expect for your child as a result of participating in the school process. It is a close look at what you as a parent/guardian see as your child's vocational strengths and weaknesses and what you envision your child doing after completion of school.

The purpose of the parent interview is to provide the parent/guardian the opportunity to:

- Have direct input in the Career Assessment process, and the future direction and input in their child's education
- Confront the reality that your child is growing up and becoming an adult who has decisions to make
- Talk about non-school issues which may directly affect your child's ability to concentrate and learn in a school setting
- Provide information to the school about how you see your child interacting within the home and community
- Become a resource in your child's educational, career determination and transition process.

Remember this is just the first step in the transition process. Therefore please take the time to complete and return the attached form. Thank you in advance for your input in this important process.

Sincerely,

CVES Instructor