

# Shawsheen Valley Technical High School

100 Cook Street, Billerica, Massachusetts 01821-5499  
Internet Address: [www.shawtech.org](http://www.shawtech.org)

BRADFORD L. JACKSON, Ed.D.  
*Superintendent-Director*

Tel.: (978) 667-2111  
Fax: (978) 663-6272

Dear Prospective Employer:

Thank you for your interest in the Shawsheen Valley Technical High School Cooperative Education Program.

This program provides a unique and extremely valuable opportunity for our students to transition into the workplace under the expert guidance and mentorship of employers like you. You are to be commended for taking the initiative to provide a quality learning environment and experience for our young vocational-technical high school students who have chosen to pursue a career in your area of expertise. The time and effort that you will invest in assisting these students to complete their high school education and training, while placed in a real workplace situation, will greatly contribute to their future employability and success.

The Cooperative Education Program operates on an alternate week schedule. The students who are eligible for this program have demonstrated exemplary attendance, punctuality and achievement and have been recommended for participation by each of their teachers. All students remain in school during the academic week but co-op students are allowed to transition into a job placement for a minimum of 6 hours per co-op day for 5 days on co-op week, instead of working in their shop or lab, during the vocational-technical week of instruction. If you choose to participate in this program you will be required to fill out a weekly time card/competency evaluation form on the student's progress for grading purposes. As the Placement Coordinator, it is my job to facilitate the paperwork for this program as well as monitor the student placement during the course of the school year. I am also available to support and assist both the student and employer with any issues or concerns that may arise.

Please take the time to interview this student and get to know him or her a little better. If you decide that you would like to enter into a Cooperative Education Agreement and employ this student, then kindly complete the employer sections found on the last page of the Cooperative Education Application and have your insurance agent mail or fax me a Certificate of Workers' Compensation Insurance as soon as possible. Shawsheen Tech must be listed as a Certificate Holder. **The Employer/Supervisor of the cooperative education site, who may have unmonitored contact with the cooperative education student during their employment, is required by state law to have a Criminal Offender Record Check performed by the school district.** The student should have a Competency Profile in their possession that you may use to select the seven vocation-technical skills that are most pertinent to this job placement. Upon receipt of the completed application, insurance certificate and CORI results, I will prepare the necessary paperwork and make arrangements to meet with you and the student to finalize the job placement.

If you have any questions, please do not hesitate to contact me.

Sincerely,  
*Richard Lavoie*

Placement Counselor