

PROBATION LETTER

Dear Parents and Employer of _____:
(Student's Name)

When you signed the Intention to Employ Card allowing the above student to work, you were provided the Grade and Attendance Guidelines for working teens established by the _____ School Corporation.

Records indicate that since that work permit was issue, this student has not met the grade and/or attendance requirements as set by _____ and agreed upon at the time the work permit was issued.

This student will be placed on probation for the next grading period. If during the probation period the student's attendance and/or grades do not return to an acceptable level, the school will revoke this student's work permit and you will be notified.

School Principal

cc: Indiana Department of Labor. Bureau of Child Labor

Form provided by Indiana Department of Labor, Bureau of Child Labor