

## GREENE COUNTY CAREER CENTER

2960 West Enon Road  
Xenia Ohio 45385-9545  
937-372-6941 or 426-6636  
FAX 937-372-8283



October 18, 2018

Dear Parents/Guardians:

Career Awareness Days (CAD), are scheduled for November 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>. During CAD, Greene County Career Center hosts sophomores from around the county in order to introduce them to career training opportunities offered at the Career Center.

During CAD, your student will have a variety of opportunities that supplement the typical school day. They must choose from the following opportunities to have the day count for attendance purposes. Opportunities may include:

- Student Helper in the lab-teacher request only
- College Visit-signed form must be turned in by December 5<sup>th</sup> for attendance credit
- Job Shadowing-signed form must be turned in by December 5<sup>th</sup> for attendance credit
- Assignment to be completed at home in full and turned in upon return to school

Please note that each of the three days must be assigned an activity and be accounted for in order to avoid an unexcused absence. The same event may be selected for multiple days. For example, a student may choose to job shadow each of the three days.

Please look for a postcard in the mail during the first week of November. The postcard will inform you if your student has been asked to help in the classroom during CAD. If you have any questions or concerns, please communicate with your student's lab instructor.

Reminder: Parent/Teacher Conferences will be held on Wednesday, November 7<sup>th</sup>, 3:45-7:30 p.m. For online registration to meet with teachers, please go to: <https://www.ptcfast.com/schools/GCCC> You will need to know your student's teachers in order to sign up for a time slot. We have set conferences times every 15 minutes for your convenience.

Sincerely,

A handwritten signature in blue ink that reads 'Pamela R. Downing'. The signature is fluid and cursive, with the first name 'Pamela' being the most prominent part.

Dr. Pamela R. Downing  
Director of Secondary Education

“Empowering students through advanced technologies, integrated instruction,  
and community partnerships to succeed in career, college, and life”