

# SAMPLE EDUCATIONAL PROFICIENCY PARENT LETTER

[DATE]

Dear Parent/Guardian:

Enclosed please find your student’s Junior Career Plan and Educational Proficiency Plan (“EPP”) which was recently developed at a meeting between your student and one of our counselors. These plans are an integral part of our efforts to work with you and your student to identify their goals, maximize their strengths, and overcome challenges to prepare for future educational and career success. At Northeast, we use the Career Plans and the Kuder Career Planning System to allow the student and the parents/guardians to be active participants in the development of the EPP and to monitor the student’s move toward proficiency. In order to meet the Commonwealth’s **graduation requirements**, your student must fulfill the requirements of his/her EPP over the next two years by successfully completing the identified courses in grades 11 and 12 and by participating in an annual assessment. **Please note:** Students will not graduate if: 1) they do not meet the minimum score of 220 on the English, Math and Science MCAS; and 2) do not successfully complete the required grade 11 and 12 courses outlined on the EPP; and 3) do not participate in an annual assessment in those courses.

Please review the enclosed plans, speak with your student about his/her meeting, and reinforce the need for all of us to work together to help fulfill these requirements for graduation. Whether your student is going from high school to work, going on for further training or college, the purpose of the EPP is to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and today's workforce.

**Please sign the enclosed copy of this letter and RETURN ONLY YOUR SIGNED COPY OF THE LETTER to: Mrs. Judi Alabiso, Dean’s Office, Northeast Metropolitan Regional High School, 100 Hemlock Road, Wakefield, MA 01880. You may reach me at (781) 246-0810 x 1659 should you have any questions.**

Very truly yours,

MICHAEL HUNTER  
Curriculum and MCAS Coordinator

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**I HAVE READ THE ENCLOSED EPP AND JUNIOR CAREER PLAN MATERIALS AND ACKNOWLEDGE RECEIPT OF SAME:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **STUDENT:**  
(Parent/Guardian)