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Dear Parent or Guardian,

Your child has expressed an interest in the **Steps program!** It's a career and college readiness program designed to help support your child's career interest.

The program pairs students with a career planner while they engage in related academic instruction, work-based learning opportunities, along with communication, work-readiness, and financial literacy skill development. Students also participate in a Career Pathway Academy and learn through various industry and post-secondary transition events throughout their senior year.

**Steps provides the opportunity for your child to:**

1. Obtain guidance with transitioning from high school to post-secondary education or employment;
2. Engage in a paid work experience or internship in their career field;
3. Become industry-certified through the Youth Apprenticeship Program;
4. Enroll in a related-instructional course to support career goals;
5. Receive continued WIOA support, including tuition assistance for qualifying post-secondary programs (pending successful completion of the program and eligibility criteria)

**How can my child participate?** Students must meet eligibility requirements before being accepted into the Steps program. The forms included in this folder will help us determine your child's eligibility. Please help your child complete each form and sign/date each form where noted. If you have any questions about the program, eligibility requirements, or completing any of the enclosed documents, please contact me at (608) 224-3525 or at [msievers@worksmartnetwork.org](mailto:msievers@worksmartnetwork.org).

We look forward to working with you!

Sincerely,

**Debbie Schmidt**  
**Youth Career Services Specialist**



Initiative supported with funding from the Workforce Innovation and Opportunity Act (WIOA). The Workforce Development Board of South Central Wisconsin is an opportunity employer/program service provider. If you need assistance to access our services in a different language or need this material in an alternate format, contact us at (608) 224-3525. If you are deaf or hard of hearing, you may reach us by using Wisconsin Relay Services at 7-1-1. Proud partners of the American Job Center Network.

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