

TOTOWA BOROUGH PUBLIC SCHOOLS

Office of Curriculum & Instruction

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Patricia Capitelli  
Chief School Administrator

Jonathan Kruzel  
Vice Principal

April 16, 2018

Dear Parents/Guardians:

The national date for ***“Take Our Daughters and Sons to Work”*** is **Thursday, April 26, 2018**. This program is recommended only for girls and boys ages eight to eighteen, based on the premise that children under eight tend to be facing different issues and simply do not benefit from the program in the same way as the older population.

If your workplace is hosting a program for this event, we ask that each student participating submit a permission form ***on company letterhead***, with information about the program. If the permission form is not received **by Tuesday, April 24, 2018**, this absence will be considered unexcused and counted towards their attendance.

To get the most of this educational experience, students must also complete the attached **Workplace Interview and Verification Form** and have it signed by the supervisor/host of the parent’s workplace. This form will be collected by classroom teachers on Friday, April 27<sup>th</sup> and will be discussed in their classrooms.

**Please note, on Thursday April 26<sup>th</sup>, 2018, the PARCC Math assessment will be administered to all fifth and sixth grade students. In addition, the PARCC Math make up session is scheduled for grades three and four. Students are strongly urged to attend school on that day.**

If you have any questions or concerns, do not hesitate to contact my office or your child’s school Principal.

Sincerely,

Jonathan Kruzel  
Vice Principal

cc: Ms. P. Capitelli, Superintendent of Schools/Acting Principal  
Ms. Debra Barone, Guidance / Homeroom Teachers Grades 3-8  
Mr. David Bower, Supervisor of Elementary Education & Discipline

**RETURN THIS SECTION ALONG WITH A COMPANY PERMISSION FORM TO YOUR CHILD’S HOMEROOM TEACHER by TUESDAY, APRIL 24, 2018.**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

I will be taking my child to work on **Thursday, April 26, 2018** as part of *“Take Our Daughters and Sons to Work”* and request that this day not be counted as an absence.

Parent/Guardian Signature: \_\_\_\_\_

Name of workplace student will visit: \_\_\_\_\_

Thursday, April 26, 2018

**Workplace Interview & Verification Form**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Name of workplace visited:** \_\_\_\_\_

**Address:** \_\_\_\_\_

1. What is your job title? \_\_\_\_\_

2. What are your responsibilities? \_\_\_\_\_  
\_\_\_\_\_

3. What is a typical day like for you? \_\_\_\_\_  
\_\_\_\_\_

4. What do you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

5. Why did you select this type of work? \_\_\_\_\_  
\_\_\_\_\_

6. What skills do you need for this job? \_\_\_\_\_  
\_\_\_\_\_

7. How much education did you need for this job? \_\_\_\_\_  
\_\_\_\_\_

8. What did you learn in school that helped you most on the job? \_\_\_\_\_  
\_\_\_\_\_

9. What did you wish you had studied more in school? \_\_\_\_\_  
\_\_\_\_\_

10. (Write any question you would like to ask): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Workplace Supervisor Name (please print):** \_\_\_\_\_

**Workplace Supervisor Title:** \_\_\_\_\_

**Phone # and extension of Supervisor:** \_\_\_\_\_

**Workplace Supervisor Signature**

**Date**

***This form is NOT to be completed and/or submitted prior to Thursday, April 26, 2018.***