



12834 Rock Point Rd, Newburg, MD 20664  
(301)934-1977 / (301)753-1785  
Fax (301)934-1628  
[www.piccowaxen.ccboe.com](http://www.piccowaxen.ccboe.com)

*Wualanda Thenstead*  
Principal

January 25, 2024

Dear Parent/Guardian,

Re: Job Shadow Day Participation – Piccowaxen Middle School

Charles County Public School acknowledges the significance of Job Shadow Day, and we extend a warm invitation for your child to participate in this enriching experience.

Students will have the opportunity to job shadow from **February 2 -29, 2024**. It is the responsibility of the students and parent/guardian to secure their work site and arrange transportation to and from the designated location. Students are not permitted to shadow CCPS staff in schools.

On Job Shadow Day, students will gain valuable insights into the professional world through hands-on experiences outside the school environment. This initiative aims to foster a better understanding of various careers and help students make informed decisions about their future paths.

To facilitate a seamless process, please complete and return the attached form to the Counseling Suite no later than **Thursday, February 8, 2024**. **This ensures accurate attendance records, and students participating in Job Shadow Day will receive an excused absence.** The updated attendance status should be reflected in ParentVue after the job shadow experience and required assignment(s) are met.

It is imperative to note that while students are free to choose their shadowing experience, the responsibility of arranging the opportunity lies with the parent or guardian. **Students will also be responsible for managing any missed assignments and homework resulting from their absence.**

As proof of attendance, your child and their Workplace Host must complete an assignment describing their experience on Job Shadow Day. **Failure to submit this assignment by Friday, March 1, 2024, will result in the absence not being excused.** The completed forms can be emailed to Ms. D. Williams at [drwilliams@ccboe.com](mailto:drwilliams@ccboe.com) or dropped off at the Counseling Suite.

We appreciate your support in making this educational experience a success for your child.

For additional information, contact me at (301) 753-1785 x 135022 or [drwilliams@ccboe.com](mailto:drwilliams@ccboe.com).

Sincerely,

Ms. D. Williams, Career Coach

Wualanda Thenstead, Principal  
Piccowaxen Middle School