



Dixon High School

160 Dixon School Road
Holly Ridge, NC 28445
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@Dixon_Bulldogs #TogetherHasPower

November 3, 2022

Dear Parent or Guardian:

Your child is a senior/early graduating junior who meets the criteria to take the ACT WorkKeys assessment for a chance to earn their National Career Readiness Certification! This assessment is one of the most beneficial tests that students take because they can use their certification to get a job and possibly earn more pay. At DHS, the ACT WorkKeys assessment will be given free of charge to students who are considered Career and Technical Education (CTE) concentrators the week of December 5th. WorkKeys is part of North Carolina's school accountability program.

The WorkKeys assessment is designed to measure students' career readiness as they prepare to enter the workforce. WorkKeys assesses students' abilities in three core areas: Applied Math, Graphic Literacy, and Workplace Documents. Students' performance in these areas is meant to demonstrate their abilities to potential employers using standardized, quantitative metrics. There are four certification levels: Platinum, Gold, Silver, and Bronze.

If students have previously taken WorkKeys and earned a Silver, Gold, or Platinum certificate, they do not have to participate in the WorkKeys administration again. However, it is the students' responsibility to notify the school that they do not wish to participate in the test administration.

For consideration for a WorkKeys testing exception, students must complete a copy of the *ACT WorkKeys Testing Exception Request Form* (available at the school) and submit the request to the Principal or the Testing Coordinator *no later than November 15*.

If you have questions or concerns about WorkKeys, please contact Yanessa Miller, Testing Coordinator, at 910.347.2958, ext. 30021.

Sincerely,


Curtis Ehmman, Principal

