

## Regional Micro-Enterprise Credential: Parent Letter and Release Form

(Updated: August 1, 2018)

**This letter is a sample only – teachers can and should revise this letter as they see fit**

Dear Parents and Legal Custodians:

Your student will be participating in an exciting new Louisiana Jump Start initiative this school year.

Louisiana high schools are implementing the new Micro-Enterprise Credential sponsored by the Baton Rouge Area Chamber (BRAC) and supported by Chambers of Commerce across the state.

The goal of the Micro-Enterprise Credential is to help students learn the workplace behaviors and skills necessary to succeed as a small business employee and (perhaps one day) as a small business owner / entrepreneur.

To attain the Micro-Enterprise Credential your student will:

- Participate in hands-on exercises that will help students succeed in the workplace.
- Meet business experts from a variety of industries, in-person and/or via video-conference.
- Make a presentation to an industry expert.
- Learn about the steps required to start a new business.
- Understand key financial concepts, including how small businesses obtain bank credit.
- Use an online simulation to complete the corporate registration forms for a new company.
- Pass the Micro-Enterprise Credential final exam.

The teachers and business leaders who helped develop this credential are confident this is an important opportunity for Louisiana students.

We hope all our students bring home encouraging updates on their progress earning the Micro-Enterprise Credential, a valuable industry-based credential that will help them succeed after high school.

Please contact me at any time if you have any questions.

Respectfully,

Name / Title

**Information Release Form**  
**(may not be required by your district / school)**

**This information release form is a sample only – teachers can and should revise this letter as they see fit**

(Insert Date)

Dear Parents:

As you are aware, the Entrepreneurship/Micro-Enterprise students will be taking a Micro Enterprise Certification Test in the (insert semester or year). In order to complete testing, we must provide the following information to the Louisiana Department of Education:

- Student's first and last name
- Student's grade level
- Student's certification test score
- Student work assignments required for certification (example: sending in a student business plan that confirms students have mastered key small business concepts).

In order to release this information we are requesting signed parental permission. Please complete the information below and return the form to (name of teacher) by (insert date). It is mandatory that we comply for the students to be able to take the certification test and obtain the Jump Start certifications.

Thank you,

(Name of Teacher)

I hereby grant permission for (name of school/district) to release the above stated information about my child,

\_\_\_\_\_, to the Louisiana Department of Education.

(PRINT STUDENT NAME ABOVE)

\_\_\_\_\_  
Parent name (printed)

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date