

MILLINGTON CENTRAL HIGH SCHOOL 8050 WEST STREET  
MILLINGTON, TENNESSEE 38053  
Phone (901) 873-8100 Fax (901) 873-8105

COMPUTER AIDED DRAFTING LAB (Rm. V-03)

August 13, 2008

Dear Parents/Guardians:

Your daughter and/or son is enrolled in the Computer Aided Drafting course, (C.A.D.) , this school year/semester which is a part of the program in Career and Technical Education. I have enclosed a copy of the *Competency Profile* listing those skills we will cover in class for your review. Please keep this profile for future reference.

In addition, please sign the *Acknowledgement of Receipt* referenced below and return to my attention no later than September 5, 2008. Should you have any questions, do not hesitate to contact me by phone at 873-8100 or e-mail at [jowens@scsk12.org](mailto:jowens@scsk12.org). Thank you for your time and attention to this matter.

Sincerely,

Jeffrey S. Owens  
American Drafting Design Association  
Certified Drafter

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**ACKNOWLEDGEMENT OF RECEIPT**

DRAFTING OCCUPATIONS OF AMERICA PARENTAL CONFIRMATION FORM  
(COMPETENCY PROFILE)

I acknowledge receipt of the Competencies Profile and will keep it for my future reference.

PARENT/GUARDIAN NAME  
(PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S NAME  
(PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_