

# ELBERT COUNTY SCHOOL DISTRICT C-2

525 Comanche Street – P.O. Box 128  
Kiowa, Colorado 80117

Jason Westfall, *Superintendent*  
Amy Smith *Principal*  
Ryan Witzel, *AD.*  
Denise Pearson, *Superintendent*

*Elizabeth Morrone, K-12 Counselor*

Central Office: 303-621-2220  
High School: 303-621-2115  
Middle School: 303-621-2785  
Elementary: 303-621-2042

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Dear Prospective Work Study Student:

The following information is important. Several documents are enclosed. Before **any** work-study time can begin you must have all of the following documents turned in before beginning the work-study program through Kiowa schools. Failure to turn in the required documents by Thursday of the first week of the semester will result in a schedule change effective for the following Monday.

Enclosed are the following items:

- Letter to or for your prospective employer
- Work-study agreement
- Parent/Guardian Permission
- Insurance/Automobile authorization
- Work Study Expectations
- Copy of an Evaluation used to evaluate you.

Check to Turn in



After I receive the paperwork you will receive a packet containing again the expectations, time sheets and a copy of your evaluation.

If you have any questions let me know.

Sincerely,

Mrs. Elizabeth Morrone  
Counselor

*The mission of the Kiowa School District is to provide a safe learning environment, to graduate competitive, well-rounded, active citizens, and to empower individual potential through cooperative efforts of school, family and community.*