



**Gadsden High School**  
Gadsden Independent School District  
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Mr. Ronald Haugen  
Gadsden Independent School District  
Sunland Park, NM

Dear Mr. Haugen

We would like to request to be put on the agenda at a GISD School Board meeting to request an additional day for parent conferences in spring, on February 16. At Gadsden High School we are establishing a Career Advisory Program for Students (CAPS). CAPS will provide each student and his/her parents with individualized guidance for career planning and pre-registration.

CAPS is intended to give students choices to meet high school graduation and post-secondary requirements. In brief, each student will be assigned a CAPS advisor whom they will have for two years. Each teacher will meet with his/her students' parents and document it. In order to allow parents to schedule when it is most convenient for them we need to have at least a two-day period.

Thank you for your consideration in this matter.

Sincerely,

George T. Foster  
GHS Principal