

# JOB SHADOWING

## HOLGATE HIGH SCHOOL

Seniors may have one day excused absence from classes in order to job shadow in a field they are considering for their future profession. **Arrangements for this job shadowing must be made *ONE WEEK* in advance to insure the absences will be excused.**

The following procedures must be complete prior to permission being granted:

1. The student must complete this job shadowing form which can be obtained in the guidance office and must be signed by the guidance counselor. The date and the location of job shadowing must be indicated on the form.
2. This form must then be signed by the parents.
3. This form must then be approved by the principal.
4. Teachers are not to be given this form or give assignments until this form has been signed by the principal.
5. The student must then have each teacher sign the request. At this time the student should arrange to make up work they will be missing. **ASSIGNMENTS ARE TO BE TURNED IN PRIOR TO THE DAY OF THE JOB SHADOW.** Teachers are under no obligation to give credit for assignments submitted after the job shadow.
6. Approval may not be granted and credit may not be given if arrangements are not made **ONE WEEK** prior to the job shadow. The job shadowing request form must be returned to the high school office when completed.

# JOB SHADOWING REQUEST FORM

## HOLGATE HIGH SCHOOL

Student Name \_\_\_\_\_

Location of Job Shadow \_\_\_\_\_

Date of Job Shadow \_\_\_\_\_

Counselor's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Period	Assignments/Teacher's Signature*
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____

**\*Teachers:** Do not sign this form unless it has the Principal's signature. This form should be completed **ONE WEEK** prior to the job shadow. **THIS FORM MUST BE RETURNED TO THE HIGH SCHOOL OFFICE WHEN COMPLETED.**