

ATTENDANCE/ABSENT NOTIFICATION REQUEST

Use this form to be excused from school for a pre-planned job-shadow event.

_____ (first/last name) requests permission to participate in school related absence on _____ (date)

Class hours missed _____

The student accepts complete responsibility for all school time and work missed.

If the student's job-shadow experience necessitates being absent during school hours, the following steps must be taken:

Step 1: Student completes the schedule below and asks for teachers' signatures.

Hour	Course Name	Teachers' Acknowledgment Signatures

Step 2: The parent must sign the request form located on page two of this request form.

Step 3: The student must return this form to the attendance office at least two school days prior to the Job Shadow Experience.

Step 4: The attendance office must return this form to the teacher responsible for coordinating the job shadow.

Step 5: The coordinating teacher who is responsible for job shadow must sign this request.

(coordinating teacher)

(school-to-career teacher)

Dear Parent/Guardian:

Your son or daughter has been assigned to participate in a job shadow experience as part of _____ (class). This experience will provide your child with an opportunity to explore a career interest as well as to apply his/her academic skills in a real work setting.

Your child has arranged to job shadow at _____
(business or organization)
on _____ at the following times: from _____ to _____.
(date)

Please note the following Student Guidelines and Responsibilities.

Student Guidelines and Responsibilities

Behavior: Your behavior represents you, your school and the business. You are expected to demonstrate respect, cooperation, initiative and a positive attitude.

Transportation & Safety: Transportation is arranged by either the school, or the parents or guardians. Check with the job shadow coordinator regarding the responsibility for transportation, safety and conduct between school and work site, and work site and home.

Planning: Allow time for any unexpected delays. Have the business or organization telephone number with you. Call the business or organization contact person if you are delayed or have to cancel.

Responsibility for Classroom Assignments: Each student is responsible for all class work missed. Arrangements must be made in advance for all make-up work

Participation in off campus job shadow learning experiences is to be considered the same as participation in regular school classes.

Students are subject to all rules and regulations of acceptable dress, grooming, behavior and attendance of the job shadow site.

Injuries resulting from activities at the off-campus sites are to be handled in the same manner as if the class were on campus. Parents will be notified of any injury, and treatment of the injury will be handled in accordance with parent's instructions or those on the school emergency cards. The parent's or guardian's insurance company will assume the primary medical coverage.

Please complete this form and return it to _____
(coordinating teacher)

no later than _____.
(date)

The parent must sign this request form _____.
(Parent/guardian signature)