

## Requesting a Job Shadow Experience

**All Completed paperwork must be turned in three days prior to the job shadowing experience.**

- The student picks up a Job Shadowing/Career Awareness Application form from his/her guidance counselor.
- The student or parent contacts a professional or organization and sets up a date, time and place of the job shadow.
- The student completes the Job Shadow Application and obtains signatures of parent, the assistant principal, who will verify good attendance record, and each of his/her current teachers.
- The student returns the completed application to his/her guidance counselor at least three days before the intended job shadowing date for final approval.
- The counselor gives a copy of the approved job shadow application to the attendance secretary.
- The counselor gives the student a copy of the Follow-Up-Report.
- The student and professional shadowed complete the Follow- Up- Report during the shadowing experience.
- The student returns to school and shows the completed Follow-Up-Report to the Attendance Secretary when getting his/her readmit slip. If the student does this the absence becomes exempt, otherwise the absence is excused only.
- The student turns in the Follow-Up Report to his/her counselor. The counselor will give the student a Thank You note to send to the professional or organization.
- The student is responsible for turning in missed assignments and taking makeup quizzes or tests upon the return to school.

**JOB SHADOWING/ CAREER AWARENESS APPLICATION**

Complete this application requesting for job shadowing at least 3 days ahead of requested date. Ask your teachers for assignments ahead of time.

Student \_\_\_\_\_ Grade 9 10 11 12

Date of this request \_\_\_\_\_

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

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

Contact person at the Job Shadow:

Name \_\_\_\_\_

Phone and email \_\_\_\_\_

What do you hope to accomplish through this experience?

I agree to dress appropriately, be punctual, and represent NHS in a positive way at this Job Shadow.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Number of absences so far this semester \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal Approval Date \_\_\_\_\_

.....  
Teacher notification

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_ Follow up Report \_\_\_ Thank you

\_\_\_\_\_  
Counselor Approval Date \_\_\_\_\_ Approved \_\_\_ Not approved

**JOB SHADOWING / CAREER AWARENESS  
FOLLOW – UP REPORT**

**I. Student completes this section:**

**STUDENT** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Person Shadowed** \_\_\_\_\_

**Business or organization** \_\_\_\_\_

**Briefly describe what you learned from your job shadowing experience.**

**Time of arrival** \_\_\_\_\_ **Time of departure** \_\_\_\_\_

**I would recommend this experience to other students**  
\_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**II. Adult at Job Shadowing/ Event completes this part**

\_\_\_\_ **Student was punctual and stayed for full event**

\_\_\_\_ **Student was dressed appropriately**

\_\_\_\_ **Student displayed positive attitude, attention and interest**

**Comment (optional):**

\_\_\_\_\_  
**Signature/ Title**

**Date** \_\_\_\_\_