

NEW SALEM & HEBRON HIGH SCHOOL COLLEGE VISITATION / JOB SHADOW FORM

School Policy

Juniors and seniors will be allowed to visit a college or job shadow provided the following guidelines are met:

1. The experience must be set up in advance by the career counselor, and approved by the principal/superintendent.
2. A form showing proof of attendance, which includes the signature of the person that has been observed or the college representative that was visited, must be picked up in advance from the counselor or principal.

Absences for the above will count as absences as described in the Hebron & New Salem High School Student Handbooks.

Complete the following form and give a copy to the principal/superintendent prior to the visit:

Name _____ Junior Senior (circle one)

College / Job Shadow Site _____

City/State _____

Day / Date _____

(Signature of Student) (Date)

(Signature of Parent/Guardian) (Date)

(Signature of Career Counselor)

(Signature of Principal/Superintendent)

The student named above must have proof of attendance to be excused from Hebron or New Salem High School. Please sign to verify the student's visit to the identified college or work site.

Thank you for your assistance.

(Signature of Representative)

(Title)

(Phone Number)