**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Northeast Nodaway Job Shadow Form**

In order to receive an excused absence not counting against a student’s attendance, this form must be fully completed and returned to the high school counselor's office at least **five days** in advance of the actual date of the student’s visit to the postsecondary institution. Failure to submit this form in advance of the visit may result in an unexcused absence.

Date of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Shadow Business/Individual Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Shadow location (city/state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before the visit, each student is required to fill out a homework sheet for each class period that will be missed. This can be obtained from Mrs. Groomer or the front office.

**Note: Parents must contact the school by phone or in person to verify the absence at 660-937-3125.**

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*This page must be turned in prior to the absence. Students must return a completed “Job Shadow Verification” (page 2 of this form) to the school counselor upon returning to school the next day so this will not count as an absence and penalize your attendance. Additional follow-up by NEN personnel may occur.\*\*\*\*\*\*\***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shadow Researching: Suggested Areas for Personal Consideration**

1. **Education-**What education is required for this career?
2. **Salary-**What is the salary range for this career? Does it vary by location?
3. **Duties and Responsibilities-** What are the duties and responsibilities for this career? Are there different levels of duties and responsibilities within the company?
4. **Feelings and Thoughts-** What are your feelings/thoughts about this career? What are your feelings/thoughts about your job shadow experience?

***- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -***

***Job Shadow Verification for Excused Absence***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Name of Student) (Name of Business/Individual)***

on ***\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(Date) (Signature of Business/Individual) (Phone Number)***