

JOB SHADOWING APPLICATION 2009-2010

Job Shadowing is an optional activity designed to give juniors and seniors a firsthand look at how skills learned in school are related to the workplace and what other necessary skills are needed to obtain a job of interest.

Coffee County Central High School will allow juniors and seniors to use one school day this school year to visit a business or organization related to a career interest. Students must have this form signed by the Job Shadowing site host/mentor, a parent/legal guardian, and their school counselor. This form must be completed and returned to the Student Counseling Center at least **1(one) WEEK PRIOR** to the selected job shadowing day. The site host/mentor cannot be a relative. The site host/mentor may be contacted by the school to verify the information listed below. Students are not permitted to job shadow during any major testing days or at any time during Quarter 4.

The job shadowing day will NOT count as an absence from school **only if** the student:

1. has this completed application approved by his/her counselor, **AND**
2. has returned this completed application to the Student Counseling Center at least *1 week prior* to the job shadowing date, **AND**
3. has returned the **JOB SHADOWING FOLLOW-UP REPORT**, signed by the site host, within 3 days of returning to school following the visit.

Student Name: _____ Grade: 11 12 2nd Period Teacher: _____

Career Area of Interest: _____

Job Shadowing Site/Business Name: _____

Type of Business/Organization: _____

Job Shadowing Host/Mentor Name: _____

Job Shadowing Host/Mentor's Job Title: _____

Site Address: _____

Site Phone Number: (_____) _____ - _____

Date of Scheduled Site Visit: _____

Job Shadowing Agreement

The employer (site host) has agreed to host this student on a job shadowing date agreed upon by the employer and the student. The employer (site host) has agreed to provide the student a safe, secure learning experience while shadowing in their facility. As in all school-sponsored activities, the safety of the students is of the utmost importance; however, in case of an accident/injury the employer or the Coffee County school system will not be held responsible.

_____ has my permission to participate in the job shadowing program at Coffee County CHS at the above mentioned employer's site on the above mentioned date.

HOST/MENTOR SIGNATURE: _____ DATE SIGNED: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE SIGNED: _____

SCHOOL COUNSELOR SIGNATURE: _____ DATE FILED: _____