

Hardin Northern Job Shadowing Permission Form

to be submitted at least three days ahead of job shadowing event.

Student name _____ **Grade** _____

Person and/or company job shadowing _____

Signature of person/company job shadowing _____

(NOTE: company or person understands that the student is to spend a **full day** with them and agrees to allow the student to experience a day “on the job”.)

Date of Job Shadowing _____ Location of Job Shadowing _____

Reasons student wishes to job shadow at this location: _____

Parent signature: _____ **Date:** _____

Signature of teachers:

1st period _____

2nd period _____

3rd period _____

4th period _____

5th period _____

6th period _____

7th period _____

8th period _____

School Counselor signature _____ **Date:** _____

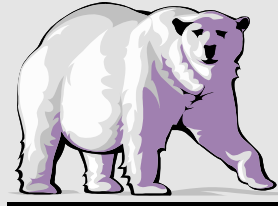
Procedure for Job Shadowing:

1. Take this form to a person or company you wish to job shadow, determine a date to job shadow and have person or company representative sign this form.
2. Have a parent sign this form
3. Have each classroom teacher sign this form.
4. Fill out the rest of the form and submit to the guidance office at least 3 days ahead for final approval.
5. Upon completing the job shadowing experience, have person/company complete attached form and return to guidance office.

Hardin Northern

J. Andrew Wilson- Counselor
11589 St. Rt. 81
Dola, Ohio 45835
419-759-3515 ext. 1202
Fax 419-759-2581

Guidance Office



JOB SHADOWING CONFIRMATION

To Whom It May Concern:

This form will verify that the following student has Job Shadowed you for the day. Thank you for allowing this student to have this experience!

Sincerely,

J. Andrew Wilson
School Counselor

STUDENT NAME: _____

COMPANY/INDIVIDUAL JOB SHADOWED: _____

DATE OF VISIT: _____

CONTACT PERSON'S NAME AND TITLE: _____

ADDRESS OF CONTACT PERSON: _____

PHONE NUMBER OF CONTACT PERSON: _____

EMAIL ADDRESS OF CONTACT PERSON: _____

CONTACT PERSON'S SIGNATURE: _____

**** STUDENT: THIS FORM MUST BE RETURNED TO THE GUIDANCE OFFICE THE NEXT SCHOOL DAY FOLLOWING THE VISIT OR YOU WILL BE CONSIDERED TRUANT FROM SCHOOL**