



## JOB SHADOWING PROCEDURES AND PARENT AUTHORIZATION

**To the parent:** Learning about business is simpler for students who, through observation or otherwise, gain an understanding of how the world of business works. Businesses have offered students opportunities to Job Shadow (observe and ask questions) to gain an understanding of what a typical business day is like for workers in their selected careers and how they accomplish their work. Each business has a person who is knowledgeable and who will be the student's host. School personnel may not have visited the business site nor met the hosts and will not be present when the student is at the site and will not supervise the visit.

In order to take part in the program, students must:

1. Have written permission from his/her parent or guardian.
2. Have completed or made arrangements to complete make-up work for other classes.
3. Have contacted his/her hosts so that the student knows the time he/she is expected.
4. Have transportation plans, including appropriate insurance, approved by the parent/guardian and the school.

Student's Name: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Job Shadow Site: \_\_\_\_\_

Address: \_\_\_\_\_

Travel plans are as follows:

\_\_\_\_\_  
\_\_\_\_\_

Parent Authorization:

I, \_\_\_\_\_, give permission for my son/daughter,  
\_\_\_\_\_, to be released from school to visit the site  
listed above for the purpose of job shadowing and agree with the job shadowing and travel plans.

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

Phone Number(s): \_\_\_\_\_

Return this form with all signatures at least 5 days prior to the planned job shadowing visit.

