

**EASTWOOD HIGH SCHOOL
COLLEGE VISIT & JOB SHADOWING REQUEST**

Student's Name: _____ Date: _____

Date of Planned Visit: _____ College/Employer Visiting: _____

Parent Signature: _____

High School Counselor Signature: _____



Students who will be absent due to a college or job shadowing visit, the following procedure is to be observed:

Students may request up to three (3) excused college visitations or job shadowing experiences per school year.

- A. The student must have their parent/guardian sign the form indicating that they have read the procedures. The student must then have all of his/her teachers sign the College Visit/Job Shadowing Request Form. Approval is subject to the student's attendance and grades.
- B. Notify the counselor and office staff of the dates of your absence at least **three (3) days** prior to the planned visit. Your Guidance Counselor must sign the form prior to obtaining work from teachers.
- C. The student must have a college admissions office or employer representative sign and date the form to verify that the student attended. The signed form is to be turned in to the office staff.
- D. The student should complete as much of their missed work as possible before departure from school. The initiative for securing assignments from the teacher rests with the student. It is the responsibility of the student to accomplish the work to be covered in their absence.
- E. Upon their return to school, the student should be ready to resume studies with the class and turn in any make up work not completed and turned in prior to the planned visit. No extra time will be allowed to finish work missed. The student will also be required to turn in the completed Request Form to the office upon returning to school.



COLLEGE/EMPLOYER USE

College/Employer Representative Signature: _____

Date: _____ Comments: _____

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Each teacher is asked to list specific assignments, requirements and expectations for make-up work in the space provided or by adding additional sheets. It is understood that it is the student's responsibility to approach the teacher and to make sure that all make-up work is completed within the amount of time allowed by each individual teacher. Any questions regarding excused/unexcused assignments or the time allotted for make-up will be determined by administration.

First Period Teacher/Subject: _____

Assignment:

Second Period Teacher/Subject: _____

Assignment:

Third Period Teacher/Subject: _____

Assignment:

Fourth Period Teacher/Subject: _____

Assignment:

Fifth Period Teacher/Subject: _____

Assignment:

Sixth Period Teacher/Subject: _____

Assignment:

Seventh Period Teacher/Subject: _____

Assignment:
