

THE CREEK

INDIAN CREEK SCHOOLS

Nineveh-Hensley-Jackson United School Corporation

802 South Indian Creek Drive | Trafalgar, IN 46181

317-878-2100 (p) | 317-878-2109 (f) | www.indiancreekschools.com

Indian Creek Job Shadow Form

Job shadowing allows the student to learn more about a specific job area through observation. The student follows (job shadows) an employee at a work site for one day to learn about a particular occupation or industry. Job shadowing can help a student explore a variety of career options and possibly select a career major for further academic / career experiences throughout high school. We will permit **three days** of either a Job Shadow or College Visit for seniors and juniors, and **one day** for sophomores and freshmen, provided they are interested and meet the following conditions.

1. The student must realize that they are responsible for all school work missed that day.
2. The student must return the attached form to the Attendance Office by the day before their scheduled trip and it is approved.
3. **NO JOB SHADOWS ARE PERMITTED THE WEEK BEFORE SPRING BREAK. AFTER SPRING BREAK, JOB SHADOWS WILL NEED PERMISSION FROM THE PRINCIPAL BEFORE BEING APPROVED.**
4. The student must return the verification form to the counselor the next school day following the job shadow.

Part I (to be completed by Student and Family)

Name: _____ Date Submitted: _____

Work Site Name: _____

Job Shadow Sponsor: _____ Number: _____

Job Shadow Date: _____

Brief explanation of Job Shadow expectations: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return this form to the High School Office after completing Part I and before Job Shadowing.

Part II (to be completed by School)

Attendance Officer Signature _____

Approved: _____ Denied: _____

Part III (to be completed at Job Site)

Job Site Advisor's Name (please print) _____

Job Site Advisor's Signature: _____

Return this form to the High School Office after all parts have been completed for the absence to be excused.