



NOVATO CHARTER SCHOOL
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**REQUEST/PERMISSION TO SHADOW
& ATTENDANCE VERIFICATION**

Students: Return this form to the office after completing your shadow day, failure to do so may result in an unexcused absence.

SECTION A: REQUEST / PERMISSION (completed by student and parent)

Student Name: _____ Date of Request: _____

School of Attendance: _____ Date of Shadow Day: _____

School Site Shadowing: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Manager Signature (after shadow day): _____ Date: _____

SECTION B: ATTENDANCE VERIFICATION (completed by school shadowed)

School Site Shadowed: _____ Date Shadowed: _____

Designee Signature: _____ Date: _____

INSTRUCTIONS:

- Inform parents/students of process – provide form
- The form must be signed by the student and parent before attending shadow day.
- The student must bring the form to the school they are shadowing and present it when checking in.
- The principal/designee of the shadowing school must sign the form verifying the student’s participation in shadowing that day
- It’s the student’s responsibility to bring the completed form to the attendance office the following day to clear the absence . The office manager will sign section B after the shadow day.