



St. Henry High School

College Visit and Job Shadow Request Form

Student Name: _____ Grade: _____ Date Submitted: _____

Please select the reason for requested leave and list destination below:

_____ **COLLEGE VISIT**

Name of Institution: _____ Date of Visit _____

- ☐ Half Day - Morning (periods 1-4)
- ☐ Half Day - Afternoon (periods 5-8)
- ☐ All Day

_____ **JOB SHADOW**

Name of Business: _____ Date of Job Shadow _____

- ☐ Half Day - Morning (periods 1-4)
- ☐ Half Day - Afternoon (periods 5-8)
- ☐ All Day

Note: College visitations/Job Shadows are to be coordinated and approved by the Guidance Office in **ADVANCE** of the visit. Refer to the rules in the Student Handbook on page 13. An **UNEXCUSED ABSENCE** will be charged if the procedures are not followed.

We understand that this form must be turned in at least 24 hours PRIOR to the leave and time missed may count toward the student's attendance threshold. **STUDENTS MUST COLLECT ASSIGNMENTS AND OBTAIN TEACHER SIGNATURES ON THE REVERSE SIDE.**

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Guidance Counselor Signature: _____

*After your college visit or job shadow experience, please stop in and tell Mrs. Overman how it went.
At that time, you can discuss any follow-up questions you may have.*

STUDENT ASSIGNMENTS (leave dates on reverse)

Unless other arrangements have been made with the teacher, the length of time for completion of make-up work shall commensurate with the length of absence.

Course #1: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #2: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #3: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #4: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #5: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #6: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #7: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Course #8: _____

- ☐ Check Google Classroom for assignments/class activities
- ☐ See teacher upon return

Assignments/Notes:

Teacher Signature: _____

Notes: