# 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: