Parents and Guardians:

Our principal has strongly encouraged our students to participate in a job shadow from 8:00AM- 3:00PM on **Tuesday, November 7th**. I think this is a great opportunity for your student to get some real-world experience in the workplace! It will also give them the opportunity to network with potential employers. This is an excused absence from school, and they will be able to make up their work. I will allow students to use Wednesday and Thursday, November 8-9, to make up work for other classes during my class period.

**Who is responsible?** It is the student's responsibility to secure a job shadow. They may need your help securing it with the employer. I encourage each family to think about their connections to help place students.

**Documentation:** I am sending home an Anticipated Absence Form. These need to be turned in by **Monday, October 23.** Please make sure you sign it and note the location of the job shadow on the line titled, "Reason for Requesting an Anticipated Absence be Excused." They will also receive a simple evaluation to be filled out by the employer.

Students are required to take a picture with their mentor. The student’s face must be clearly visible.

Also, there will be a Google Form posted on Google Classroom that the students are to complete once they have secured their job shadowing location. This form must be completed no later than **Monday, October 23**!

**What to Wear:** Students should dress business professional unless you deem another dress is appropriate. Please remember, we are trying to make a great first impression. We want them to dress for success.

**Transportation:** It is the parent or guardian's responsibility to transport their student to their job shadow location.

**Grade:** This will count as a 200 point Assessment grade in my grade book, and students will be responsible for some activities reflecting on their experiences.

Please email me with any questions you may have: jhardin@hoover.k12.al.us.

Thanks so much for your help! Without such great parents, our students would not be as successful as they are!

August 24, 2017

Dear Parents:

Spain Park students will be participating in Job Shadowing Day on **Tuesday, November 7, 2017.** Instead of coming to school, students will be going to work with an adult. The choice of shadow location is up to each student, but it is recommended that students choose to shadow a career that is related to their career interests. All shadow locations must be approved by Mrs. Cash.

In order to document this absence, please fill out the attached pre-approved absence. The deadline to turn in the pre-approved absence form and complete the Job Shadow Google Form in Classroom is **Monday, October 23, 2017.**

Many companies will ask for documentation from the school before allowing a student to shadow. This letter should suffice, and any questions can be sent directly to me.

Sincerely,

John Hardin

Spain Park High School

Phone: (205) 439-1400

Email: [jhardin@hoover.k12.al.us](mailto:bwhitehead@hoover.k12.al.us)