

Mrs. Jennifer Strawderman, Principal

Mr. Chad Williams, Assistant Principal

JOB SHADOWING SITE REQUEST

The purpose of job shadowing is to place students in a work assignment that they are interested in pursuing as a career. Students should observe a specific worker(s) performing his/her duties. The student should be able to ask questions, or on a limited basis, even take part in the work. In this way, the student experiences the work environment and better understands the skills needed for specific occupations. They should not be employed at the business or get paid for their time job shadowing.

The experience should be for at least four to six hours and must be approved by the school LINKS Coordinator. Students will submit a verification of attendance form and be expected to answer questions about their experience.

Upon approval of the Hardy County Board of Education, a WV BRIM Certificate of Insurance will be mailed to the business.

Please provide the following information:

|  |
| --- |
| Business Name: |
| Type of Business: |
| Contact Name: |
| Address: |
| Telephone Number: |
| E-mail: |
| Special Instructions: |
| Signature of Business Contact: |