**JOB SHADOW VERIFICATION FORM**

This form must be completed in its entirety and signed by the student and job shadow supervisor. Also, attach a business card, if available. **Return this form to the Guidance Office by Friday, April 14, 2023. If this form is not submitted your absence will not be excused.**

 **Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Business/Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My signature below is confirmation that the above listed student was present at my business/organization for a job shadowing experience on Tuesday, March 28, 2023.

 Business/Organization Shadowing Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Business/Organization Shadowing Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shadowing Tips**

 **Attach business card here if available**

**Be on time/early**

**Know where to park and where to go when you arrive**

**Dress and speak professionally**

**Be attentive and engaged**

**Be prepared with questions to ask**

**Send a thank you note!**

***Allow at least 10 days from receipt of your verification form for attendance to be updated***