

**South Pointe High School**  
**Senior Job Shadow/College Visit Permission Form for November 17, 2023**

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***To be completed by parent or guardian:***

**Student Name** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

College/University \_\_\_\_\_

***Or***

Job Shadowing Business/Organization \_\_\_\_\_

My child has my permission to visit the above listed college/university or business/organization on **Friday, November 17, 2023**. I understand that it is my child's responsibility to contact the college/university's admissions office to arrange the visit or the business/organization to schedule a shadowing experience. I will be responsible for arranging transportation to and from the college/university or business/organization. I also give permission for my child to receive medical treatment in case of injury or illness. I understand that Rock Hill Schools/South Pointe High School personnel **will not** be present when my child is at the college/university or business and will not be responsible for my child during this visit. **I understand that my child must turn in the college visit/job shadowing verification form by Friday, November 24, 2023, in order for this absence to be excused.** I have read, fully understand and agree with the content of this permission form.

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

List any medical information that may be helpful in case of an emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Permission Forms should be returned to Guidance by Monday, November 13, 2023**

**Verification Forms must be submitted in Guidance by Friday, November 24, 2023**

**See Mr. Rogers in the Guidance Office if you have any questions.**

***Allow at least 2 weeks from receipt of your verification form for attendance to be updated.***

## **JOB SHADOW/COLLEGE VISIT VERIFICATION FORM**

**This form must be completed in its entirety and signed by the student and job shadow supervisor or college/university representative. Also, attach a business card, if available. Return this form to Mr. Rogers in the Guidance Office by Friday, November 24, 2023. If this form is not submitted your absence will not be excused.**

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

**College/University Name** \_\_\_\_\_

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

My signature below is confirmation that the above listed student was present at my college/university for a tour/visit or my business/organization for a job shadowing experience on Friday, November 17, 2023.

College/University Representative Name \_\_\_\_\_

College/University Representative Signature \_\_\_\_\_

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

***\*\*A statement on the college/university letterhead may be submitted in lieu of this form for a college visit\*\****

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

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

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

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

### **College Visit/Job Shadowing Tips**

**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!**

**Attach business card here if available**

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