

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. A statement on the college/university letterhead may be submitted in lieu of this form for a college visit. You may also attach a business card if available.

Return this form to Mrs. Williams in the Guidance Office by Friday, April 1, 2022.

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 Tuesday, March 29, 2022.

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

College/University Representative Name _____

College/University Representative Signature _____

Contact Number _____

Business/Organization Shadowing Supervisor Name _____

Business/Organization Shadowing Supervisor Signature _____

Contact Number _____

Student Signature _____

College Visit/Job Shadowing Tips

Be on time/early.

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 2 weeks from receipt of your verification form for attendance to be updated