

## **10<sup>th</sup> 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, May 5, 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, April 25, 2023.

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

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

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

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

### **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*