

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

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