

**REQUEST/PERMISSION TO SHADOW
& ATTENDANCE VERIFICATION**

**STUDENT: RETURN THIS FORM TO YOUR SCHOOL'S ATTENDANCE OFFICE,
FAILURE TO DO SO MAY RESULT IN AN UNEXCUSED ABSENCE**

▶ PLEASE PRINT CLEARLY ◀

SECTION A: REQUEST / PERMISSION (completed by student, parent and school of attendance)

Student Name: _____ Date of Request: _____

School of Attendance: _____ Date of Shadow Day: _____

School Site Shadowing: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

SECTION B: ATTENDANCE VERIFICATION (completed by school shadowed)

School Site Shadowed: _____ Date Shadowed: _____

Principal/Designee Signature: _____ Date: _____

INSTRUCTIONS:

- Inform parents/students of process – provide form
- Form must be signed by student and parent and approved by the principal/designee of student's school of residence prior to shadowing
- The student must bring the signed form to the school they are shadowing and present it when checking in
- The principal/designee of the shadowing school must sign the form verifying the student's participation in shadowing that day
- It's the student's responsibility to bring the completed form to the attendance office the following day to clear the absence (keep with attendance/absence records)
- The attendance code for a shadow day is F (field trip)