

# 2023-2024 Job Shadow Registration Form

Follow these steps, *in this order*, to have a successful Job Shadow

1. **Return** the Job Shadow Registration Form to your school counselor for signature. (Your school counselor will forward your request to the School to Work office to schedule your shadow experience. If your registration form is incomplete, it will be returned to you.)
2. **Be patient** – response time will vary! It may take between 2 weeks and 2 months to schedule your job shadow, depending on the business partner’s schedule.
3. **Meet with** the School to Work Coordinator to get a Job Shadow Project Packet. You must have the packet! The School to Work Coordinator will set up the meeting through the school counselor’s office.

**Remember – transportation is your responsibility!**

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Career Interest Area:

\_\_\_\_\_

Objective: (Why are you interested in this career area, and what do you hope to gain from shadowing?)

\_\_\_\_\_

**List 3 companies or organizations** that meet your shadow objectives. (If you have made contact with an employer in advance, or if you have contact information, please provide that information below.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Dates or days of the week you are **not** available to shadow: \_\_\_\_\_

Do you want a  **half day a.m.**;  **half day p.m.**; or a  **full school day** job shadow? (Check one)

*If you have questions, contact the School to Work office at 814-723-3222 or [jburroughs@hi-ed.org](mailto:jburroughs@hi-ed.org).*

**Office Use Only:**

(Check Appropriate)

Note: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Special Needs or Accommodations

\_\_\_\_\_ No Special Needs or Accommodations

Counselor Signature: \_\_\_\_\_ Date \_\_\_\_\_

(required)