

Westbrook High School

College Visitation/ Job Shadow Request

At times, job shadow or college visitations will occur during school time. It is the practice of the high school to excuse such visits. In order to grant an excused absence, this form must be completed no less than 2 days in advance. Unless this form is completed, you will receive an unexcused absence for the day.

Student Name: _____

Job Site/ College Visiting: _____ Date & Time: _____

Job Site Contact Person: _____

Parent Consent: I give my Son/Daughter permission to be absent from school in order to be on college/ job shadow visit.

Parent Signature

Student Responsibility: I understand that although this is an excused absence, I am responsible for all missed work. It is my responsibility to see all my teachers, to notify them that I will be absent, and to collect any work that I will be missing.

Please have all teachers sign below that they have been notified:

Period 1 _____ Period 5 _____

Period 2 _____ Period 6 _____

Period 3 _____ Period 7 _____

Period 4 _____ Period 8 _____

Student Signature _____

Please return completed form to guidance **at least 2 days before visit.**