

# Shadowing Procedure and Request Form

(updated 9-13-10)

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

\_\_\_\_\_  
Today's Date

St. Monica School supports eighth graders in making good choices when selecting a high school. Two excused absences will be granted to students wishing to "shadow" at a high school. Any other shadow days are to be scheduled when school is not in session. Please use the following guidelines:

- This form needs to be completed and returned to the school office one week prior to the student's scheduled absence. When choosing a date, please be mindful of impending test dates and/or important events.
- Once the student's absence has been approved by the Principal, the student's teachers will be notified by the office.
- It is the student's responsibility to make up any missed assignments, and these are due the day after their absence.

\_\_\_\_\_  
Shadow Date

\_\_\_\_\_  
High School

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date