**Student Registration and Parent/Guardian Permission Form for Job Shadows** (Top part to be completed by WBL coordinator, except for names)

Both the student and the parent or guardian should review the expectations outlined in this form. A signature on this form grants permission to participate and indicates a commitment to fulfill the expectations. **This form must be signed and returned to (whom, where) by (due date) or the student will not be able to participate in the job shadow.**

|  |  |
| --- | --- |
| Student name: | Parent/guardian name: |
| Date of job shadow: | Employer host and location: |
| Start and finish time for job shadow: | Transportation arrangements: |
| School contact name, phone, and email: | Work-based learning coordinator name, phone, and email: |
| Expectations for students:   1. Participate in classroom lessons to prepare for the job shadow. 2. Obtain permission and assignments from teachers for all classes that will be missed. 3. Arrive on time. 4. Adhere to the dress code specified by the employer. 5. Demonstrate appropriate workplace behavior. 6. Listen to hosts and ask questions. 7. Record observations on the student observation form. 8. Conduct an informational interview of the job shadow host employee. 9. Participate in class reflection activities after the job shadow. 10. Write a thank-you note to the job shadow host. 11. Complete an evaluation of the job shadow. 12. Complete all assignments from the missed classes. | |
| Expectations for parents or guardians: Please check each box to indicate that you understand and agree to each item.  ☐Support student’s participation and fulfillment of the above expectations.  ☐Give permission for student to participate, understanding that the (name of district) bears no responsibility for health, accident, or transportation insurance while the student is away from school to participate in the job shadow.  ☐Give permission for the student to be photographed during the job shadow.  ☐ (If needed) Provide transportation to and from the job shadow.  ☐ (If needed) Allow student to drive to and from the job shadow. | |
| Student signature: | Parent signature: |