

Job Shadow Information

- Students may do one (1) Job Shadow per school year.
- Students are responsible for finding their own Job Shadow opportunity and providing their own transportation to and from the Job Shadow.
- A student who is absent from school for an **approved** Job Shadow, and fulfills all Job Shadow requirements, will be marked “Excused” because it is considered Career Exploration.

Job Shadow Eligibility & Requirements

To be eligible for a Job Shadow, and have it count as an Excused Absence, a student must meet all four (4) of the requirements below.

1. The student must have an 85% attendance rate.
2. The student must have Instructor approval.
3. The student must provide all information for the location where they will be shadowing.
4. The student must complete all paperwork before and after the Job Shadow.

Procedure for a Job Shadow

1. Any student who is interested in participating in a Job Shadow must fill out the [Job Shadow Application](#) which can also be found on the [CMTHS Work Based Learning webpage](#), and submit it **at least 2 weeks prior** to the date they wish to do their job shadow.
 - a. The student will be asked to provide the employer’s contact name and information, email address, phone number and physical location.
2. If the Job Shadow has been approved, a digital document is sent out requesting signatures via **Jobready/CTE** (@please.signmyform.com).
 - a. This document must be completed and signed **at least 4 days prior** to the Job Shadow.
 - b. The Instructor will receive an email requesting their signature as their support of the student doing the Job Shadow.
 - c. The student’s parent or guardian will then receive the email requesting their signature as their permission of the student doing the Job Shadow.
 - d. Finally, the form will be sent to and signed by the Coordinator of Work Based Learning.
3. The student will attend the Job Shadow.
4. After the Job Shadow there is a brief form for the student to fill out asking about their experience and what they learned. This must be completed **within 5 days** of the Job Shadow for the student to have their absence counted as “Excused”.