**Opportunities for Job Shadowing will be approved by Arlington High School through the School Counselor's Office. We understand that the student and/or parent/guardian will be responsible for the student's transportation to and from the business site. All paperwork must be completed prior to the experience to be granted an excused absence.**

**A Job Shadow Opportunity has been arranged for (Student Name)**

**On (Date) with (Business/Organization)**

***Student Signature Date***

***Parent Signature Date***

***Counselor Signature Date***

***Secretary Signature Date***

**Tips for Success at the Workplace**

* **Be on Time!!**
* **Dress for Success (Employers expect you to dress professionally)**
* **Treat people with respect**
* **Make sure you act with courtesy and use your manners**
* **Don't be afraid to ask questions (This is how you can learn!)**
* **Take responsibility for your actions**
* **Do your best at all times**
* **Have a positive attitude**
* **Learn everything you can**
* **Do more than is asked or expected**
* **Have a pen or pencil**

**To be completed at Job Shadow Site**

***I verify that the student names above attended a job shadow experience on the given date.***

***Start/StopTime on Site:***

***Signature:***

***Printed Name:***

***Occupation/Employer***

***Phone Number:***