

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