

## Capstone Project - Mentor Job Shadowing Request

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You must fill in every blank to be excused for your Capstone Project - Mentor Job Shadowing Day. You must shadow with your approved Capstone Project Mentor. You must *submit this request at least one week prior* to your Job Shadowing Day.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Capstone Career Area: \_\_\_\_\_

Date of Job Shadowing: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Person shadowing: \_\_\_\_\_ Phone #: \_\_\_\_\_

Explanation of Shadowing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

***Job shadowing is considered an excused absence, as if the student is on a field trip. It will NOT count against the exemption of exams. The student is responsible, however, for any missed assignments in all classes.***

**For Office Use:**

Date received: \_\_\_\_\_

Date emailed: \_\_\_\_\_