

# Archdiocese of Louisville Shadowing Documentation Form

The Shadowing Documentation Form is completed **only** when shadowing is scheduled on days when the elementary school is **in** session.

Please follow these steps for completion of the Shadowing Documentation Form:

- The student completes appropriate information on the form.
- The parent completes appropriate information on the form.
- The form is reviewed and signed by the elementary school principal or teacher.
- The form is taken to the high school on the day of the visit.
- The form is signed by an authorized high school representative.
- The form is returned to the elementary school as documentation of the shadowing experience and verification of the reason for absence from school.
- The form should be kept on file by the elementary school for the final attendance record.
- The elementary school may discard forms before the next school year.

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### **STUDENT**

Name of Student \_\_\_\_\_

Elementary School \_\_\_\_\_

Elementary School Phone Number \_\_\_\_\_

High School Scheduled for Shadowing \_\_\_\_\_

Date of Shadowing Appointment \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PARENT**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ELEMENTARY SCHOOL**

Elementary School Principal/ Representative  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **HIGH SCHOOL**

High School Principal/Representative  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Please note:**

1. Shadowing begins in mid September for 8<sup>th</sup> grade students and January for 7<sup>th</sup> grade students. In order to maximize the experience, students are strongly encouraged to shadow before May.
2. Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8<sup>th</sup> grade students who have not selected a high school, or those who are considering transferring their placement test scores to another high school, to shadow by the date in May determined by the high school. Shadowing visits are not to be scheduled for the Friday before the Placement Test.
3. Seventh grade students may shadow only between January and a date in late April or May determined by the high school.
4. Shadowing appointments should be scheduled preferably at least 72 hours in advance of the visit.
5. Shadowing is preferred on days when the elementary school is **not** in session.
6. Absence from school on shadowing days when the elementary school **is in session** is processed as any **excused** absence, such as a doctor's appointment, **if protocol is followed by the student and parent.**
7. Students may shadow on days during the two weeks of Terra Nova testing **only** if the **elementary school** is **not** in session.
8. Thank you for your cooperation in following the shadowing guidelines.