

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 where shadowing will take place 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.



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. Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th 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 individual school. Shadowing visits are not to be scheduled for the Friday before the Placement Test.
2. Seventh grade students may shadow only between January and late April.
3. In order to maximize the experience, students are strongly encouraged to shadow before May. However, each high school reserves the right to make accommodations for 7th and 8th grade students when possible.
4. Shadowing appointments should be scheduled as early as possible, preferably at least 72 hours in advance.
5. Shadowing is preferred on days when elementary schools are **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 student and parent.**
7. Thank you for your cooperation in following the shadowing guidelines in order to facilitate the process and assist all participating parties.