



## COLLEGE OR CAREER VISIT REQUEST

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

Career/College to Visit: \_\_\_\_\_

Date Requested to Visit: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Administration Approval: \_\_\_\_\_

\*\*\* This form must be signed by a Parent/Guardian and Administration, then returned to the Student Services Office **THREE (3)** school days prior to the date of the visit. Verification of attendance, signed by a representative of the College/University or Jobshadow must be turned into the Attendance Office after the visit is complete. \*\*\*

### **STUDENT SERVICES USE ONLY:**

Date Received: \_\_\_\_\_ Student Services Initials: \_\_\_\_\_

☐ 1st Approved Visit

☐ 2nd Approved Visit

☐ Needs Counselor Approval & Signature \_\_\_\_\_



# Mill Creek Community School Corporation College and Career Readiness

Cascade High School, Cascade Middle School  
Mill Creek East Elem., Mill Creek West Elem.

## Career Shadow and College Visit Checklist

*2 Excused Absences Per Year Can Be Used on a Career/College Visit.*

### **Before the Career Shadow / College Visit**

- ☐ **Research the school/company/organization:** Learn about its mission, values, and industry. Understand the role of the school/ professional you'll shadow.
- ☐ **Pick up Career/College Visit Request:** Request forms are in the Student Services Office.
- ☐ **Contact the School/Employer:** Students should set up the visit on their own. If you need help with finding contact information for your specific needs please reach out to your Student Services School Counselor.
- ☐ **Confirm details:** Verify date, time, location, dress code, and that transportation plans are in place.
- ☐ **Turn in the Career/College Visit Request:** Forms go to the Student Services Office 3 school days in advance of the visit.
- ☐ **Be Sure Your Visit Request Was Approved.** Check in with Student Services.
- ☐ **Prepare questions:** Draft a list of questions to ask about the school, major, career, company culture, and day-to-day responsibilities.
- ☐ **Bring necessary materials:** Pen, notebook, or electronic device for note-taking. Any required paperwork from your school (The Visit Verification Form, etc.).
- ☐ **Dress appropriately:** Follow the school's/company's dress code
- ☐ **Set learning objectives:** Know what you hope to gain from the experience (insight into a school, major, career, networking, understanding of job skills).

**Turn Me Over!**



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## **During the Career Shadow / College Visit**

- ☐ **Arrive on time:** Punctuality shows professionalism and respect.
- ☐ **Be observant:** Take note of the school and/or work environment, tasks performed, and interactions between colleagues/students.
- ☐ **Ask questions:** Engage with your host by asking about their role, how they got started, challenges they face, and advice they have.
- ☐ **Take notes:** Write down key observations and anything that stands out about the visit or culture.
- ☐ **Show gratitude:** Be polite and thank your host for their time.
- ☐ **Network if appropriate:** If possible, briefly introduce yourself to other employees or ask for advice from different team members.
- ☐ **Representative Signature:** You must have a representative from the school or employer to sign the visit verification form proving you were there.

## **After the Career Shadow / College Visit**

- ☐ **Reflect on the experience:** Consider whether the school or career aligns with your interests, skills, strengths, and goals.
- ☐ **Send a thank-you note:** Send a professional email or written note expressing gratitude.
- ☐ **Complete any school assignments:** Finish any required reports, reflections, or evaluations that you might have missed from any classes missed.
- ☐ **Update your career plan:** Adjust your educational or career goals based on what you learned.
- ☐ **Stay connected:** If appropriate, maintain contact with the professional you shadowed for future advice or mentorship opportunities.
- ☐ **Submit:** Turn in your Visit Verification Form to Student Services.



## VERIFICATION OF COLLEGE OR CAREER VISIT

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

College OR Career Visited: \_\_\_\_\_

Date Visited: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative Phone Number: \_\_\_\_\_

Representative Email: \_\_\_\_\_

\*\*\* Student must bring back verification of attendance, signed by a representative from the college or career to be an excused absence \*\*\*