Shadowing Documentation Form
2026-2027

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 and parent complete the appropriate information on the form.
- The form is reviewed and signed by the elementary school representative.
- The form is taken to the high school on the day of the visit and 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.

Information	
Name of Student	
Elementary School	
Elementary School Phone Number	
High School Scheduled for Shadowing	
Date of Shadowing Appointment *Note: This cannot be a date that the student is already scheduled to take an assessment*	

Student Signature:_____ **Date:** _____

Parent Signature: _____ **Date:** _____

Elementary Rep Signature: _____ **Date:** _____

High School Rep Signature: _____ **Date:** _____

- **Shadowing begins in mid September for 8th grade students.**
- **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 high school.**
- **Shadowing visits are not to be scheduled for the Friday before the Placement Test.**
- **Seventh grade students may shadow only from January to the date in May determined by the high school.**
- **Shadowing appointments must be scheduled at least 72 hours in advance of the visit.**
- **Absence from school on shadowing days when the elementary school is in session is processed as any excused absence if protocol is followed by the student and parent.**
- **Shadowing visits are not scheduled on days when tests or exams are being administered. Students may shadow on days during the MAP testing window only if that student is not testing that day. If a student requests to shadow on a date they are scheduled to take an assessment, they will need to find another date to shadow.**