

Dear Parent(s)/ Guardian(s):

The Guidance Department will be coordinating the Career Shadowing Program for the 2019 – 2020 school year to expose students to career possibilities and position them for success. **Junior and senior students will shadow a career of their choice for 15 hours.** Below you will find a list of dates when students can choose to complete their Career Shadowing hours.

Students are responsible for finding the professional they would like to shadow. The Holy Name High School Alumni and Development Offices and the Career Shadowing directory in the Main Office are helpful resources for identifying potential professionals to shadow.

The intent of this letter is to help you plan accordingly. Please consult the checklist below for the due dates of the required paperwork. Late paperwork will not be accepted and will result in a failing mark on students' transcripts.

Sincerely,

**Holy Name High School Guidance Department**

Beth Ann Ritt

Amanda L. Byrnes

Doug Hayes

Career Shadowing Checklist

- 1) Permission Form (Orange) (prior to shadowing)
- 2) Emergency Medical Authorization (Yellow) (prior to shadowing)
- 3) Interview Questions and Reflection (Blue) (1/6/2020)

Forms available at:

<https://www.holynamehs.com/career-shadowing-week-information-and-documents/>

Forms can be turned into the Career Shadowing Box in the Main Office or e-mailed to [careersshadow@holynamehs.com](mailto:careersshadow@holynamehs.com)

Career Shadowing Date Options

- Summer Break
- Mon. 9/2
- Mon. 10/7
- Thanksgiving Break
- Christmas Break

**ALL MATERIALS ARE DUE  
JANUARY 6, 2020**

\* Six excused absences are allotted for career shadowing and/or college visitations