

TO: York Catholic Students
FROM: Mrs. Loser and Mr. Hlavacik, Directors of Guidance
RE: College Visit or Career Shadowing

Each of the following requirements must be satisfied for your college visit or career shadowing experience to be approved:

- 1) Your parents must write a note requesting an excused absence for your college visit or career shadowing. This note must be delivered to the York Catholic attendance office at least two days before your trip.
- 2) You are responsible for talking with all of your teachers before you go and making sure that you have your assignments.
- 3) Complete the first three lines on this form and have your parents sign on the designated line.
- 4) During your visit to the college or attendance at the shadowing experience, have the admissions office or shadowing representative complete the bottom portion of this form.
- 5) Upon returning to York Catholic, please submit this form to the attendance office to confirm your visit.
- 6) Although this is an educational trip, approved by York Catholic, all transportation and liabilities for attending will be assumed by the student and his/her parents/guardians.

Name of Student _____

Name of College or Career Shadowing Site _____

Date and Time of Visit or Scheduled Appointment _____

Signature of Parent _____

To the College Admissions Office or Career Shadowing Coordinator:

Please sign below to indicate that the above student reported to your campus or career shadowing

site on _____ from _____ until _____.
(date) (time of arrival) (time of departure)

Signature _____ Printed Name _____

Date _____ Phone _____