

**BROCKWAY AREA JR-SR HIGH SCHOOL**  
100 ALEXANDER STREET  
BROCKWAY, PENNSYLVANIA 15824-1097  
TELEPHONE (814) 265-8414

Brian Mulhollan  
*Principal*

Mark Dippold  
*Principal*

Dear Parents/Guardians and Student,

The Brockway Area Jr./ Sr. High School offers students in grades 10 through 12 the opportunity to job shadow a career for a day. The purpose is to help the student choose a career and prepare them for the future, for work or higher education.

The student may job shadow during the school day, evening or weekend. When this takes place during the school day it is considered a legal day of attendance as if it were a field trip, however, it could be a full day or as short as a couple of hours, depending on the employer. For less than a full day, the student must return to school or start the day and leave early. Transportation to the job-shadowing site is the responsibility of the student.

In order for the student to be eligible for job shadowing, he/she must have good attendance, passing grades and be taking the necessary courses for that field which they are choosing. They are not permitted to shadow a family business.

It is important that a parent/guardian and student discuss job shadowing to help decide the best site for that student. It is important that the student researches different options and finds out sites he/she would like to visit. After researching different employers, the student should contact the place he/she would like to do their job shadow and set up the job shadow on a day that works best for each party. The student should then complete the back of this form, sign and date it at the bottom and get a parent/guardian to sign and date it as well. The student should then return this form to me so that I can sign the form and get administration to approve the job shadow and sign the form as well. Please allow at least 3 days for administrative approval –don't schedule your job shadow to take place for at least three days from when you set it up and get this paper turned in to me. If a student is unable to find a site, I will then arrange a site.

Once the date and time is arranged, I will give more detailed instructions to the student and the office will be notified of the date and time of the job shadow for attendance purposes.

Job shadowing is considered one part of the senior project. In order to receive credit, the student must complete the job shadow, complete a list of interview questions, and must write a thank you note to the employer. The list of interview questions should then be turned in to me along with the thank you note. I will mail the thank you note ensuring the task was completed.

Please complete the form on the other side of this paper. If you have any questions, feel free to see me at school or contact me by phone (265-8414 ext 203) or email.

My email address is: [phartzfeld@brockway.k12.pa.us](mailto:phartzfeld@brockway.k12.pa.us).

Sincerely,

Mrs. Pamela Hartzfeld  
Job Shadow Coordinator