

Student Shadowing Permission Form: Ballard High School



Visiting Student – please complete this side first

- 8th grade shadowing allowed **only** during February
- Grades 9-12 shadowing during the year as approved by Ballard HS administration

The Parent/Guardian Permission section **must be completed and signed** by the visiting student's Parent/Guardian **and** the visiting student's Principal/Asst. Principal, then returned to the Ballard HS host student. The Ballard host student will then complete the BHS Teacher and Principal Permission sections and return the form to the Main Office **at least 3 days before the proposed visit.**

Name of Ballard High School Student _____

Name of Visiting Student _____ Current Grade: _____

Date of Planned Visit _____ Purpose of Visit _____

Visiting Student's Parent/Guardian

I give my permission for my student to be absent from their school and visit Ballard High School. I authorize Ballard High School Staff to administer emergency care and to arrange for any consultation deemed necessary to ensure proper care of any illness or injury to my student. Every effort will be made to contact parent/guardian to explain the nature of the problem prior to any involved treatment. As parent or legal guardian, I understand that I will assume full responsibility for payment of any services rendered including transportation by emergency vehicles if necessary.

Parent/Guardian _____ Signature _____ Date _____

Daytime Phone _____ Home Phone _____ Mobile _____

Other person to call in case of emergency _____

Emergency Information _____

Physician's Name and Phone Number _____

Preferred Hospital _____

Insurance – Name of Company and Policy Number _____

Medications in use _____

Visiting Student's Current Principal/Assistant Principal

_____ This student is in good standing.

_____ This student is not in good standing. We do not recommend this visit to Ballard High School.

Principal/Assistant Principal's Signature _____

(Please also attach a business card to this form.)

School Name _____ Contact Phone _____

Once this side of the form is completed, please give it to the Ballard HS host student

BHS Teacher and Principal Permission

- 8th grade shadowing allowed only during February
- Grades 9-12 shadowing during the year as approved by Ballard HS administration

The Visiting Student's Parent/Guardian Permission and Principal/Assistant Principal section **must be completed before** the Ballard High School Teacher and Principal/Assistant Principal Permission section below. Student visitors must adhere to the following guidelines and secure permission **at least 3 days prior to a proposed visit.**

1. Shadowing is **not allowed** in the first and last weeks of each semester (with the exception of 8th graders in February), the week of Thanksgiving, the week before Winter, Mid-Winter and Spring Breaks (with the exception of 8th graders in February) and on formal test days.
2. Student Visitor must have Parent/Guardian permission to be absent from their current school.
3. Student Visitor must have an administrator from their school sign the permission form.
4. The Student Visitor must sign in at the Main Office, present picture ID, and wear a Visitor Pass at all times while on the Ballard HS campus.
5. The Student Visitor must be in the company of the host Ballard Student the entire day.
6. The Host Student must have obtained teachers' permission for a guest to sit in on classes.
7. The Student Visitor must attend class with their host and must follow the same student Code of Conduct as a Ballard High School student.

Ballard High School reserves the right to deny permission for visits when deemed appropriate.

Name of BHS Student _____

Name of Visitor _____

Date of Planned Visit _____

Ballard High School Teacher Approval

Period 1 _____ Period 4 _____

Period 2 _____ Period 5 _____

Period 3 _____ Period 6 _____

Ballard Principal/Assistant Principal Signature _____ Date _____

Return fully completed forms to the Ballard HS Main Office at least 3 days prior to visit. Thank you.