



**THOMAS JEFFERSON HIGH SCHOOL
COUNSELING OFFICE**

830 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

ERIN YEAGER
STUDENTS A-G

REGINA SLATER
STUDENTS H-O

MIKE KILCOYNE
STUDENTS P-Z

MICHELLE LANDER
SOCIAL WORKER

LYNNE HAGGERTY
ADMIN. ASSISTANT

Career Planning Absence Form

We're excited for you to take steps to further explore your career options. You are able to be excused from school for career planning days. Here are the steps you need to take to have your career planning day be excused as a career planning day. If you miss a day of school for a career planning day and do not return this form, the absence will be excused as a parent excused absence if a note has been turned in.

- 1) Let your teachers know that you will be out of class that way they're able to tell you if there's anything you need to make sure you take care of before you go or when you get back from your visit. You are responsible for getting and completing the assignments from your teachers for the day(s) you'll be out of class.
- 2) Bring in a parent note or have them email the attendance office with your name, the date of your visit, the company or organization you'll be visiting, and what you will accomplish with your career planning day.
- 3) Have this form completed by whoever you shadowed or worked with on your career planning day.
- 4) Return this form to the attendance office.
- 5) Complete a Job Shadow Survey on Naviance after your career planning day.

Name of Student: _____ Date(s) of Visit: _____

Name of Organization Visited: _____

Name of Professional Verifying Visit: _____

Email Address or Phone Number of Professional: _____

Signature of Representative: _____