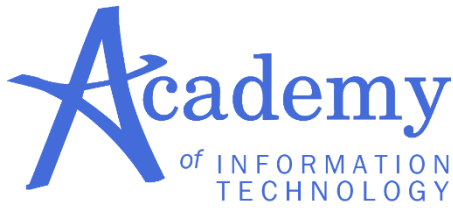


Student Name: \_\_\_\_\_



Dear AOIT parents and students,

As is our custom every year, students will have the opportunity to shadow a professional for a day. This will allow for students to experience the “real world workplace”. Please complete the information below regarding your placement for job shadowing and submit to Mrs. Caudill by **Monday, November 4th**. You also need to complete the Google Form on Mrs. Caudill’s Canvas site. Job Shadowing will take place on **Friday, November 15th**. Students are responsible for finding a placement of their own.

Students are excused from school for the entire day; it is considered a field trip. Students, please show this memo to any non-AOIT teacher and have them sign at the bottom.

You must provide your own transportation.

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Time: 8 am - 2 pm (hours are flexible, must shadow for 6 hours minimum)

Lunch Plans: Bring your own lunch, unless otherwise specified.

Dress: AOIT polo and khaki pants

**Unless specified**, please wear your AOIT polo and nice pants (khakis), no jeans. If you don’t have dress shoes, you may wear tennis shoes if they are in good condition. No flip-flops.

You are required to complete a reflection assignment that will count as a grade in your AOIT classes. Please ask your non-AOIT teachers for make-up work prior to the Job Shadow day.

Contact me with any questions or concerns. Thank you!

**Student Signature:**

**Parent Signature:**

**Non-AOIT Teacher Signature:**