**Mentorship “Day on the Job” Absence Form**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_ ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Absence Information** |
| Date of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Periods to be Missed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Complete the following if you will be fulfilling the “Day on the Job” Requirement before/after school as well allowing you to attend part of the school day:  Departure Time (from school): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time (to school): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Teachers:**

All Mentorship students are required to complete one full “Day on the Job” with their mentor at their placement per semester. Students will complete a significant assignment that accompanies the requirement as well. Students work diligently to secure a date that works for the student and mentor. When a date is schedule to complete the requirement, the student must obtain approval from all of his/her classroom teachers – students receive an excused absence for this requirement. If a teacher does not approve of the selected date, the student must work with the mentor to secure an alternative date. Students are encouraged to take advantage of No School days over the course of the semester, but these dates do not always work for the mentor. A day “Day on the Job” may not be scheduled on *major* testing days (PSAT, AP tests, other state assessments). Additionally, students are fully aware of their responsible for any and all assignments/homework and must work with you to reschedule anything missed.

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|  | **Subject** | **Teacher Signature** | **Approved** | **Make-Up Option** |
| 1 |  |  | YES NO | A B C |
| 2 |  |  | YES NO | A B C |
| 3 |  |  | YES NO | A B C |
| 4 |  |  | YES NO | A B C |
| 5 |  |  | YES NO | A B C |
| 6 |  |  | YES NO | A B C |
| 7 |  |  | YES NO | A B C |
| 8 |  |  | YES NO | A B C |

**A** –*turn in assignment(s) prior to your absence,* **B** – *turn in assignments the day you return*, **C** – *other (please detail for the student)*

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| **Parent/Guardian Release**    The student named above has my permission to complete the Mentorship *full* “Day on the Job” requirement as stated above.  Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Students:**

1. If working with your mentor during a time frame that allows you to attend part of school, the expectations is that you are at school. Be sure to depart campus to allow for an acceptable amount of time to arrive at your placement.
2. ALL COMPLETED “Day on the Job” requests must be presented to Mrs. Baker for final approval a minimum of TWO DAYS before the absence – she will take the form to the attendance office on your behalf.
3. All necessary signatures (parent, all of your teachers, Mrs. Baker) are required or this form is null and void.

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| **Mentorship Teacher Approval** |
| Mentorship Teacher Signature of Final Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Ashley Baker ext. 34302* |