

Dr. Helen Baldwin Middle School

◆ 45 Westminster Road, Canterbury, CT 06331 ◆ Phone: 860•546•9421 ◆ Fax: 860•546•6289 ◆

November 2, 2018

Dear parent/guardian,

Students have an opportunity to shadow high schools to help make a more informed decision about their high school choice. However, there are some stipulations and rules. Please note that Griswold High School and Norwich Technical High School do not allow student shadows. To shadow Killingly Agricultural Program, Ellis Technical High School and Quinnebaug Valley Middle College High School, you must contact the high schools directly to set up a shadow date and let Mrs. Zuckerman know when that shadow is scheduled for. Ellis Tech will allow shadows as of January.

Killingly Agricultural Program: (860)779-6675

Quinnebaug Middle College H.S.: (860)932-4100

Ellis Technical High School: (860)774-8511

Woodstock Academy and Norwich Free Academy have shadow forms that students and parents must complete at least 4 days prior to the shadow day, along with a bus form. Students can pick up the shadow and bus forms from the guidance office. Please ensure that all paperwork is completed for a positive shadow experience.

In addition, regardless which school your child is shadowing, you must fill out a bus form that your student needs to pick up from guidance stating whether or not your child will need bus transportation to and from the high school. This form must be completed and turned in to the guidance office at least 4 days prior to the shadow date. Transportation may not be available without the form 4 days prior to the shadow day. This form must be completed and turned in even if you provide your own transportation to your child.

Respectfully,



Diana Zuckerman

School Counselor

Norwich Free Academy

Student Shadow Request

NFA Student Name _____

ID# _____ HR# _____ Grade: _____ Unit: _____

Guest Name _____

Guest School _____ Grade _____

Date of Shadowing _____

Approved _____

John Iovino – Director of Student Affairs

.....

I hereby give _____ permission to visit
NFA on _____.

Parent/Guardian Signature Date

Home Phone # Work /Cell # Emergency Phone #

Parent E-mail Address: _____

Guest Student Interests: _____

Pertinent Health Information: (i.e. allergies, asthma, diabetes, etc.)

This form must be approved two (2) days prior to the shadow date. NFA Student and shadow must report to the Student Affairs Office in the Tirrell Building at 7:15am on the date of the visit. Students may be picked up at 2:00pm at the Student Affairs Office.

Return to: John Iovino

Phone # 860-425-5510 Fax# - 860-889-6665

E-mail – iovinoj@nfaschool.org



8th GRADE SHADOW PROCEDURE

NO SHADOWING IN SEPTEMBER, JUNE OR DURING EXAMS AND PRECEDING WEEK OF EXAMS
(Advisory Wednesdays and Fridays are also unavailable for shadowing)

1. Woodstock Academy Counseling Office (860-928-0319) should be contacted by a parent to arrange a date for shadowing. The **date must be cleared by the middle school** to ensure that permission to miss classes for the day has been approved
2. Woodstock Academy Counseling Office will assign a host based upon academic level and interests
3. On the shadow date, **both students** must report to the Counseling Office at 7:30 A.M. Grade 8 students must have the Woodstock Academy Permission Form **completed and in their possession when they arrive.**

Students will be given a Visitor's Pass to be kept with them throughout the day. Visiting students must adhere to all WA rules and regulations. No electronic devices should be used during the day.

Dismissal is at 2:15 pm on full days and 11:32 am on half-days.

PLEASE NOTE

Students who plan to ride buses to the Academy on shadow days *MUST* clear this with the transportation coordinator of the sending town *PRIOR* to the shadow date.

SHADOW TRANSPORTATION REQUEST

STUDENT SHADOWING _____

SHADOWING WITH _____
(if available)

DATE SHADOWING _____

SCHOOL SHADOWING AT _____

AM PICK-UP ADDRESS _____

PM DROP OFF ADDRESS _____

NO TRANSPORTATION NEEDED _____

PARENT SIGNATURE _____

Please return with shadow request.

TRANSPORTATION INFORMATION:

AM PICK-UP TIME: _____ BUS#/COLOR _____

PM DROP OFF _____