



# Poland Regional High School

1457 Maine Street, Poland, Maine 04274

ph: 207.998.5400 fax: 207.998.5060

**Cari Medd**  
Principal  
cmedd@rsu16.org

**Patrick Flynn**  
Assistant Principal  
pflynn@rsu16.org

**Don King**  
Dir. of Co-Curricular Activities  
dking@rsu16.org

## JOB SHADOW LETTER

One of the requirements to pass the freshman year of Roundtable is to job shadow someone for a day, preferably in a job the student is interested in. We've dedicated two days for all freshmen to do this: Thursday, May 3rd or Friday, May 4th. Your child needs to plan his or her job shadow for the following day and should NOT come to school.

JOB SHADOW DAY: \_\_\_\_\_

What will your child be doing the other day? Good question. One of the inspiring, exciting events that happens here at PRHS is something called the Celebration of Learning days, scheduled this year for May 3rd and May 4th. You'll hear more about this next year, but briefly, each sophomore and each senior in the building makes a presentation on a topic they've chosen. These presentations are graded, and that's what your child will be doing on the other day. Each freshman needs to participate in the grading and observing of sophomore presentations. This helps to prepare them for completing that project next year.

Here are a couple of notes about the job shadow:

- 🍏 Transportation to and from the job shadow is the parents' responsibility. Shadowing an adult family member or an adult relative or friend of the family is fine.
- 🍏 If your child can't job shadow on the above day, please try to arrange a job shadow that won't conflict with school. Weekends and after school are other options.
- 🍏 Your child should take a photo while at the job shadow as evidence to include in a one-page written reflection about the experience.
- 🍏 The job shadow is a requirement to pass Freshman Roundtable.
- 🍏 Bruce Whittier Middle School and PRHS are not expectable locations for a job shadow.

\*\*\*\*\*Please indicate your understanding of the above by filling out the back of this letter.

If you have any questions or concerns, please let your roundtable advisor know.

The 9th Grade Roundtable Advisors

**Tina Meserve**  
Superintendent  
tmeserve@rsu16.org  
207.998.2727

**Student:** \_\_\_\_\_ **RT Advisor:** \_\_\_\_\_

Full name of Job Shadow Host: \_\_\_\_\_

Job title of Job Shadow Host: \_\_\_\_\_

Name of company/business: \_\_\_\_\_

Student will attend this job shadow on (Circle one) Thursday, May 3rd                      Friday, May 4th

Job Shadow Host: "I am able to provide a job shadow experience at the site listed above and on the circled date."

Job Shadow Host signature: \_\_\_\_\_ **or:**

Email confirmation or Verbal/Phone confirmation – confirmed by parent: \_\_\_\_\_

Parent: "I understand the above arrangements for my child's job shadow experience and give my permission to attend and will provide transportation to and from the job shadow."

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

RT advisor signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Return form to: **Advisor**