

TAKE YOUR CHILD TO WORK DAY

If your company has a planned program for students visiting the workplace, please send in the company's registration form to school prior to the Take Your Child to Work date. This will be used to excuse your child from Mary Queen of Apostles School for the day. A list of activities planned by your company should also be directed to the school office following the event. If an agenda for the day is not provided, please complete this form and return it to the school office.

If your company does not have a planned program for students visiting the workplace, please send in a request for an excused absence from school prior to this career day. To have this day be considered an educational field trip day, this form must be returned to the school office following the event.

Student, please answer these questions about the job you observed on Take Your Child to Work Day. This form will serve as both an information gathering tool and your educational field trip form. Your parent/guardian's signature at the end of the form is essential. Please give the completed and signed form to your homeroom teacher the day after the event. This form will then be sent to the school office.

STUDENT _____ GRADE _____ DATE _____

Name of company/workplace visited _____

Location of workplace _____

Person shadowed during his/her workday _____

His/her job title _____

How do people dress for this job? (Uniforms, casual attire, business attire, etc.)

What education and/or special training are required for this job?

List the activities that you observed people completing during your visit.

What skills must a person possess in order to do this job well?

List three things that you learned about this job that you did not know before.

PARENT/GUARDIAN'S SIGNATURE: _____

COMPANY SPONSOR SIGNATURE: _____

Signatures will enable the school to consider this form an excuse for your child's absence as an educational field trip.

Mary Queen of Apostles School