



# Tri-Valley High School



OPPORTUNITY \* DEDICATION \* INNOVATION \* RESPECT

Hello senior parents,

On **Wednesday, April 12, 2023**, all Tri-Valley High School seniors will have the opportunity to choose from one of three outside-of-school learning options. We are asking seniors to participate in one of these activities as we will be using our high school building and staff to administer the SAT college entrance exam for all juniors and the PSAT test for all freshmen and sophomores. Each TVHS senior will have the choice to complete one of the following learning activities:

- 1) Job shadowing
- 2) College visit
- 3) Community Service (Group or Individual)

**Job Shadowing:** Students spend the day job shadowing someone of their choice in a career field in which they are interested. Students may not job shadow parents/guardians. The student or parent will need to provide transportation to and from the job shadow location. As this counts as a school attendance day, students will be required to complete a Job Shadowing form and return it to Mrs. Ward on the following day. Students who do not complete the form will receive an unexcused absence for the day. Please see the attached "TVHS Senior Job Shadowing" document for the rest of the details.

**College Visit:** Students may schedule and attend a college or university they plan on attending or are considering for next year. As this counts as a school attendance day, students will be required to turn into Mrs. Ward some documentation from an admission official or college advisor on that college/university's letterhead confirming their college visit. Once again, the student or parent must provide their own transportation. Students who do not turn in college visit documentation will receive an unexcused absence for the day.

**Group Community Service or Individual:** Students may participate in a school-organized community service project that day. The school will provide transportation to a non-profit organization where students will be given different opportunities to volunteer. Teachers will supervise this field trip however we will not be able to determine the exact specifics of the community service outing until we know how many students plan on participating. **INDIVIDUAL COMMUNITY SERVICE MAY BE SET UP BY THE STUDENT. As this counts as a school attendance day, students will be required to complete a Community Service form and return it to Mrs. Ward on the following day. Students who do not complete the form will receive an unexcused absence for the day. Please see the attached "TVHS Senior Community Service" document for the rest of the details.**

Students will need to inform Mrs. Ward by **Friday, March 17**, which learning opportunity they have chosen. We are very excited about providing a day to let our seniors learn from one of these experiences! Please email or call if you have any questions or concerns.

Sincerely,

Frank Arnolts

farnolts@tri-valley3.org // (309) 378-2911



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On Wednesday, April 12, 2023, all Tri-Valley High School seniors will have the opportunity to choose from one of four outside-of-school learning options while the rest of the high school students will be testing.

## Option 1: Job Shadowing

### Requirements:

- Job Shadowing is to occur on Wednesday, April 12, 2023.
- You are responsible for turning in your required paperwork ("**Job Shadow Verification Form**") to the HS office or you will not receive an excused absence.
- You cannot job shadow your parent.
- You or your parents are to provide transportation to and from the job shadowing site.
- You must be on site for a minimum of **3 hours** during that specific day.

## Option 2: College Visit

### Requirements:

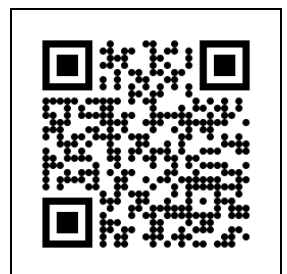
- College visit is to occur on Wednesday, April 12, 2023.
- You are responsible for turning in your required paperwork (**Documentation from an admission official or college advisor on that college/university's letterhead**) or you will not receive an excused absence. Please turn this into Mrs. Ward once you return from your college visit.
- You or your parents are to provide transportation.

## Option 3: Community Service

### Requirements:

- Be at the High School Main Gym by 8:15 AM for attendance.
- Mrs. Ward and Mr. Roop will take students on the school bus to a nonprofit in B-N (Mission Mart, for example).
- You will be expected to work at an assigned job while on site. We will serve approximately from 9:00 AM - 11:00 am.
- Arrangements will be made to eat lunch in town (you will need to bring money for lunch).
- The bus will return to TVHS by 2:00 PM.

Seniors must complete [this form to notify the school which option they are completing](#) by no later than Friday, March 17th (QR code takes you to the sign-up form as well).





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## Individual Community Service Verification Form

**Requirements:**

- Community Service is to occur on Wednesday, April 12, 2023
- You are responsible for turning in your required paperwork to the HS office or you will not receive an excused absence.
- You or your parents are to provide transportation to and from the community service experience.
- You must be on site for a minimum of **3 hours** during that specific day.

**Tips:**

- Be sure to dress appropriately for the experience.
- Be sure to know what you are doing for lunch.
- Be sure to show your appreciation to the supervisor for their time and commitment. Proper etiquette is to write a thank you card when you are finished. Remember you are representing Tri-Valley. Please be respectful and courteous.

*To be completed and returned to the HS office following the Community Service experience.*

**To be completed by student:** Student Name: \_\_\_\_\_

Community Service Site Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Name of Job Shadow Supervisor: \_\_\_\_\_

**To be completed by Community Service Supervisor:**

\_\_\_\_\_  
Community Service Supervisor Name (Printed)

\_\_\_\_\_  
Community Service Supervisor Signature

Community Service Experience began at: \_\_\_\_\_ AM / PM

Community Service Experience ended at: \_\_\_\_\_ AM / PM

**To be completed by Parent/Guardian:**

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

***Students should return this form to Mrs. Ward  
after completion of the community service.***



## Job Shadowing Verification Form

### Requirements:

- Job Shadowing is to occur on Wednesday, April 12, 2023
- You are responsible for turning in your required paperwork to the HS office or you will not receive an excused absence.
- You cannot job shadow your parent.
- You or your parents are to provide transportation to and from the job shadowing site.
- You must be on site for a minimum of **3 hours** during that specific day.

### Tips:

- Be sure to dress appropriately for the job or business you are visiting; professional attire is expected at most job locations.
- Be sure to know what you are doing for lunch.
- Be sure to show your appreciation to your mentor for their time and commitment. Proper etiquette is to write a thank you card when you are finished. Remember you are representing Tri-Valley. Please be respectful and courteous.

*To be completed and returned to the HS office following the Job Shadow experience.*

**To be completed by student:** Student Name: \_\_\_\_\_

### Job Shadowing Site Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Name of Job Shadow Supervisor: \_\_\_\_\_

### **To be completed by Job Shadow Supervisor:**

\_\_\_\_\_  
Job Shadow Supervisor Name (Printed)

\_\_\_\_\_  
Job Shadow Supervisor Signature

Job Shadow Experience began at: \_\_\_\_\_ AM / PM

Job Shadow Experience ended at: \_\_\_\_\_ AM / PM

### **To be completed by Parent/Guardian:**

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

***Students should return this form to Mrs. Ward after completion of the job shadowing.***