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## Mukwonago High School

MUKWONAGO AREA SCHOOL DISTRICT

### **Student Shadowing Procedures at MHS**

1. Parents of students wishing to shadow a MHS student must contact the guidance office Administrative Assistant, Mrs. Mary Koenig at (262) 363-6200, ext. 25401. She will direct the call to the appropriate school counselor.
2. The school counselor will discuss the procedure with the parent and determine a date and a potential student to shadow.
3. The school counselor will notify the MHS student chosen to shadow and the student's teachers at least two days in advance. Teachers will be asked to share any concerns regarding the shadowing. Only one student is allowed to shadow an MHS student at a time.
4. Parents of the visiting student must complete the Shadow Permission Form which is on the back of this page or available on the MHS website. The visiting student must bring the completed permission form to the MHS Guidance Office at least two days prior to the scheduled shadowing day. If student does not bring the completed form two days prior to the shadowing, he/she will not be allowed to shadow.
5. Shadowing students are here for only half day. Times are either before the MHS student's lunch or after their lunch.

**Mukwonago High School  
Shadowing Permission Form**

Visiting Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Current School Attending: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Any Health Concerns: \_\_\_\_\_

Name of MHS Student: \_\_\_\_\_

Shadowing student is allowed to attend for only half day which *does not* include a lunch period.  
Please circle one: *morning* **or** *afternoon*.

MHS student needs to have their classroom teachers sign off below.

Teacher/Classrooms Impacted	Teacher Signature
_____	_____
_____	_____
_____	_____
_____	_____

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I give my son/daughter \_\_\_\_\_ permission to shadow \_\_\_\_\_,  
a current MHS student, on \_\_\_\_\_ (date).

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

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** return to your Counselor at least 48 hours in advance of the shadow day. Counselor will give copies of this form to each impacted teacher, attendance and the associate principal.