

SVCTE SHADOW DAY PROCESS 2016-17

Student

- Asks home school for permission to shadow

Home school Rep

- Checks the availability list
- If approved, give the student a permission slip

Student

- Use permission slip to get all the signatures
- Turn slip into the home school rep

Home school Rep

- Collect the permission slip
- Give the student an instruction sheet with an access code

Student

- Go on-line and submit a request to SVCTE

Program Representative

- Receive the student request for shadow day
- Confirm space with SVCTE teacher
- Use a spreadsheet to track all shadow day student data
- Send an email to confirm the reservation to the student, teacher, and home school rep
- Send a final confirmation list to each school site with student listing

Student

- Receive a confirmation email
- Print it out as a "bus pass" for shadow day

Program Representative

- Meet students at the bus and escort them to SVCTE class
- Send a confirmation email to the home school rep of students who participated