



Notice of Request

Permission to Participate in Professional Learning

Employee Name: _____

RE: *Request to Participate in SDCC Job Shadow Program*

If selected, I am requesting approval to attend the following mandatory sessions for the **2026 Job Shadow Program** with the executive leadership team. Session dates/times are provided on page 2.

I understand the importance of maintaining continuity of service and responsibilities during my absence and will ensure appropriate arrangements are made.

Sincerely,

Name: _____

Signature: _____

Date: ____ / ____ / ____

(For Manager/Supervisor Approval)

The applicant above meets or exceeds performance, conduct, and attendance standards. I support their participation in the 2026 Job Shadow Program and acknowledge their attendance at all applicable meetings for the event.

Manager/Supervisor Signature: _____

Date: ____ / ____ / ____



2026 Job Shadow Dates

Date	Time	Activity
February 23	11:30 AM – 1:00 PM	Job Shadow Cohort Lunch Kickoff & Mini-Panel in R-109
Feb 24	2:30 – 4:00 PM	College Council in R-109
March 3	12:30 – 2:30 PM	Executive Cabinet in A-322
March 11	10:00 – 11:30 AM	Manager’s Meeting in R-109
April 6	2:00 – 3:30 PM	Campus Social Justice Tour
April XX	TBD	College Budgeting 101
May 13	2:00 – 3:30 PM	Leadership Panel in R-109
Other Activities		
		One-on-Ones: Will be scheduled for 60–90-minute sessions according to the mentor and mentees availability.