



James S. Rickards High School

International Baccalaureate Program



Permission to Shadow

My child, _____, a student at _____ Middle School, is a potential candidate for the IB program at James S. Rickards High School and has my permission to shadow on _____. They agree to abide by the rules of Rickards High School and will be respectful at all times. **IMPORTANT:** If a student has not completed Algebra 1 prior to starting 9th grade at Rickards, they will have to complete Algebra 1 Honors, Geometry Honors, and Algebra 2 Honors before they can begin the IB Diploma Programme curriculum in 11th grade. Geometry Honors and Algebra 2 Honors can be taken in the same academic year.

Visiting Student's Signature

Parent's Signature

Parent's email address

Middle School Principal's or Designee's Signature

1. Shadowing dates **MUST** be scheduled in advance with Mrs. Williams, IB Academic Dean, at williamsv3@leonschools.net or via phone at **850-414-5597**.
2. Arrangements with your current school should be made prior to your shadowing visit. **You need to get the approval of your principal or their designee. Please have them sign this form.**
3. Please bring this form on the day of your visit.
4. **Bring a copy of your most recent report card showing your middle school GPA and the courses you are currently taking.**
5. Check in at the JSRHS front desk at 7:20 a.m., where Mrs. Williams or an IB student will be waiting to greet you. Classes begin at 7:30 a.m. Promptness is very important.
6. The school day ends at 1:50 p.m. Please make arrangements for transportation accordingly.
7. Most IB students bring their own lunch, but you do have the option of eating in the school cafeteria for free.



James S. Rickards High School
International Baccalaureate Program
3013 Jim Lee Road
Tallahassee, Florida 32301
Telephone Number 850.414.5597
IB Coordinator 850.414.5036



Shadowing Instructions

Students wishing to shadow in the IB program at Rickards High School find their experience very rewarding and integral to their decision to attend our program. Shadowing occurs in the months of January and February (and March for students who are zoned for Rickards High School) on specified dates. Prior to shadowing, each student and their parent must:

1. Obtain an appointment date to shadow, in advance, by contacting the IB Academic Dean, Mrs. Victoria Williams, at williamsv3@leonschools.net or at 850-414-5597.
2. Complete the Permission to Shadow Form and obtain the required approval signature from an administrator at your current school.
3. Bring the form with the student on their shadowing date to the Rickards front office and give it to Mrs. Williams.
4. Bring a copy of the most recent report card showing the student's middle school GPA and current class schedule.

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information.”