



Observation Request Process

The Observation Request Process is implemented when an individual requests to observe on a Mansfield ISD campus in fulfillment of a course requirement or teacher educator preparation program.

- Individual requests are made online via the completion and/or submission of the following three forms:
 1. The Observation Request Form
 2. The MISD Criminal Background Clearance Form
 3. Documentation of the need for observation hours as evidenced by a course syllabus, or educator preparation program request
- Forms and additional information are located on the district website under the Careers Tab
- Completed request forms must be emailed to nikkiwright@misdmail.org in the Human Resources Department
- An Observation Clearance Form will be emailed once the approval has been granted. Clearance forms are valid for any Mansfield ISD Campus
- Candidates are then able to contact the campus of their choice to schedule observation times
- A Picture ID and the Observation Clearance Form must be shown to the campus upon reporting for observation
- **Campus Principals reserve the right to limit *the* number of observation students permitted on their campus at any given time as well as the days/dates observations will be allowed.**

PLEASE NOTE: Observation hours are limited to 32 hours per school year.