

## Field Experience Classroom Observations

Future educators seeking to complete field experience classroom observations with La Porte ISD should take the following steps:

- Initiate the background/criminal history check process by completing and submitting a **Field Experience** application online. Please click on the following link <https://lpisd.teck12.com/hire/index.aspx>.
  - Complete the **Field Experience Application**. Please note that field experience applications are purged annually.
  - Complete the application timely as you may not be on our campuses without an approved background/criminal history check.
  - Identify on the application the campus site(s) at which you wish to observe. Identify at least two sites to increase the probability that your request can be accommodated.
  - **Attach school documentation to your application**, including: (1) verification of current enrollment in a class requiring completion of classroom observations. It must contain your name and a school contact name, phone number, and email. (2) course syllabus
- Contact Susan Julian at (281) 604-7107 for questions and to confirm that your program information has been received and your volunteer application has been cleared to be on a LPISD campus.
- HR will send an email to the identified campus advising of your request and your cleared volunteer status. HR will notify the campus secretary and principal that you will be contacting their office for permission. You will be copied on this email. Do not contact the campus prior to receiving the email.
- Please allow 24-48 hours to pass before calling the LPISD campus main number to seek principal approval to observe in classrooms on the campus. Provide information on the number, length and timeframe of the observations or field experience being requested.
- The campus principal makes the final determination as to whether or not your request can be accommodated.
- After campus confirmation of the observation date and time, contact Susan Julian in the Human Resources Department with this information at (281) 604-7107 or [julians@lpisd.org](mailto:julians@lpisd.org). To best assist with future observations, a record of campus visits will be kept in the Human Resource Department.
- **Please allow 7-10 work days for the process detailed above.**

General guidelines for field experience classroom observation approval include:

- Observations during state testing periods will not be approved.
- Students may not observe in a classroom of their children.

Phone numbers for each campus are listed below. Additional information can be found at [www.lpisd.org](http://www.lpisd.org).

Bayshore Elementary School	281-604-4600
College Park Elementary School	281-604-4400
Heritage Elementary School	281-604-2600
Jennie Reid Elementary School	281-604-4500
La Porte Elementary School	281-604-4700
Lomax Elementary School	281-604-4300
Rizzuto Elementary School	281-604-6500
Baker 6 <sup>th</sup> Grade Campus	281-604-6800
La Porte Jr. High School	281-604-6600
Lomax Jr. High School	281-604-6700
La Porte High School	281-604-7500

In the best interest of our students and staff, opportunities for observations may be limited based on the volume of observations requested.