

LIBERTYVILLE SCHOOL DISTRICT 70

LIBERTYVILLE, IL 60048

♦ Adler Park School ♦ Butterfield School ♦ Copeland Manor School ♦
♦ Rockland School ♦ Highland Middle School ♦

Request to Observe/Participate

As a professional courtesy to the staff members who agree to help you in your studies, please give a minimum of two weeks lead time for your request. During some busy times of year, we will not be able to fulfill your request if we have a number of students placed already. If you are the parent of a District 70 student we ask that you not request placement in your child's school.

While we are happy to have you as our guest, please keep in mind that to avoid any unnecessary disruptions, students placed in our schools should:

- arrive on time
- follow the sign-in procedures in the school office
- adhere to a business casual dress code
- show respect for classroom routines

NOTE: Please provide a copy of the assignment, or course syllabus, for which you are making this request.

Student Observer: _____

Contact Information: Phone _____

Email _____

University: _____

Supervisor/Instructor: _____

District 70 parent? Yes No If yes, which school(s)? _____

Hours needed: ____ Grade level(s)/area preference: _____

Earliest start date: _____ Latest end date: _____

Preferred time of day/days of the week: _____

Activities to be completed:

Observation: _____ (# of hours)

Small group lesson (details): _____

Whole class lesson: _____

Once complete, please deliver, or FAX to the host school:

Adler: (847) 362-8158

Butterfield: (847) 816-5613

Copeland: (847) 247-8617

Rockland: (847) 247-8618

Highland: (847) 362-0870

(To be completed by District 70 school)

Student observer assigned to: _____

Agreed start date: _____ Agreed end date: _____