

# Request for Field Observation

Observation Type: \_\_\_\_\_ Class Project \_\_\_\_\_ Intern I \_\_\_\_\_ ACP Pre-Service \_\_\_\_\_ Other \_\_\_\_\_

## Observer's Profile

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Have you filed an application with RISD? \_\_\_\_ yes \_\_\_\_ no

2. Have you worked for RISD in any capacity? \_\_\_\_ yes \_\_\_\_ no

What capacity? \_\_\_\_\_

3. Do you have any relatives working for RISD? \_\_\_\_ yes \_\_\_\_ no

Locations: \_\_\_\_\_

4. Do you have children attending RISD schools? \_\_\_\_ yes \_\_\_\_ no

Locations: \_\_\_\_\_

## Observation Request

University: \_\_\_\_\_

Program Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly Describe & Attach Program Requirements: \_\_\_\_\_

I am required to observe \_\_\_\_\_ hours in the classroom and am requesting to complete \_\_\_\_\_ hours of observations in RISD. Requested Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

I am requesting to observe the following hours at each of the below grade levels:

\_\_\_\_\_ Elementary (PK-2) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_

\_\_\_\_\_ Intermediate (3-5) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_

\_\_\_\_\_ Middle School (6-8) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_

\_\_\_\_\_ High School (9-12) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_

## Agreement

1. I agree to abide by the safety rules of the District while observing on campus. \_\_\_\_ yes \_\_\_\_ no

2. I agree to protect the confidentiality of the students, teachers, and campus while observing in RISD? \_\_\_\_ yes \_\_\_\_ no

3. I agree to follow the GCCISD Dress Code: \_\_\_\_ yes \_\_\_\_ no

4. I agree to comply with the Observation Guidelines: \_\_\_\_ yes \_\_\_\_ no

My signature indicates that I have read the procedures and instructions for Rockdale ISD observations. I understand and will comply with these guidelines. I understand that it is not a requirement of RISD to allow me to observe on any campus. I will provide all the requested documentation and information before I am given any further direction on the process of observing on the campuses. I will respect the confidentiality of the students, teachers, and campus during my time of observation.

\_\_\_\_\_  
Signature of Requestee

\_\_\_\_\_  
Date of Request

## Approval

You have been approved to observe at a RISD campus. Please contact the campus principal to arrange your observations.

\_\_\_\_\_  
Signature of Human Resources Department

\_\_\_\_\_  
Date

# Rockdale ISD Observation Guidelines

## Process for Approval to Observe in Rockdale ISD

1. Contact Rebekah Morrison, HR Specialist at 512-430-6000, option 4 in the Human Resources Office at RISD.
2. Complete the following documentation and return via email to rebekah.morrison@rockdaleisd.net.
  - a. Complete the volunteer Sign-up/Criminal History Check at [www.rockdaleisd.net](http://www.rockdaleisd.net), under Departments/All Departments/Forms and Manuals/Human Resource. Return completed form by email or to 520 W. Davilla, Rockdale.
  - b. Submit Request for Field Observation Form.
  - c. Submit university or Alternative Certification Program (ACP) program requirements.

\*\*\*\* All forms must be sent at one time and all procedures must be complete before approval.

## Observation Guidelines

1. It may take up to 10 business days for your request to complete observation hours to be processed.
2. All observers must also fill out the Criminal Background Check. The background check may take up to a week to process. For the safety and security of our students and staff, you will be notified when you are cleared to observe. You will not be able to conduct any classroom observations until you have been cleared to do so.
3. Once approved, you may contact the individual campus(es) to schedule observations. Please provide the campus granting permission with your driver's license to run through the RAPTOR and obtain a visitor's badge.
4. Remember that all information concerning students is confidential.
5. You may not observe in your child's classroom if applicable.
6. Please respect the campus making the decisions of which classrooms and teachers you will be assigned to observe.
7. The campus administrator has the authority to deny or discontinue requests for observation hours.
8. Approved observation time frames must be approved annually.
9. Be respectful of the campus' ultimate purpose, educating the students that attend the campus and serving the needs of those families. Assisting with observations is not a focus to their main goal. Please be courteous to the campus assisting you.
10. Please be advised that visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of the instruction or disrupts the normal school environment.
11. Students' names and education records are confidential under the Texas Education Code and the Family Education Rights and Privacy Act (FERPA). If accepted as a classroom observer, you agree to abide by these laws and maintain the confidentiality of this information.
12. Requests for videotaping will not be permitted.
13. Comply with RISD Dress Code and Code of Ethics.

My signature indicates that I have read the procedures and instructions for Rockdale ISD observations. I understand and will comply with these guidelines. I understand that it is not a requirement of Rockdale ISD to allow me to observe on any campus. I will provide all the requested documentation and information before I am given any further direction on the process of observing on the campuses. I will respect the confidentiality of the students, teachers, and campus during my time of observation.

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Signature of Requestee

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Date of Request