



**Friendswood**  
Independent School District

281-482-1267  
Assistant, Susan Pulido

302 Laurel Drive  
Friendswood, Texas 77546

myfisd.com

[lfoley@fisd12.net](mailto:lfoley@fisd12.net)

To: Fall Undergraduate & Post-Baccalaureate Students

If you need observation hours for your alternative teaching program or college/university course work please read the following requirements and complete the **Field Experience/Observation Packet**. If approved, you will be notified.

**PROCEDURE FOR FIELD EXPERIENCE AND OBSERVATION CANDIDATES:**

- 1 Potential candidates requesting to observe classrooms should complete the Field Experience/Observation Packet on the Human Resources page of the Fisd website at myfisd.com.
- 2 The packet needs to be returned to Hope Coburn in Human Resources by email at [hcoburn@fisd12.net](mailto:hcoburn@fisd12.net) or may be delivered to 302 Laurel Drive, Friendswood, TX 77546.
3. Human Resources will run a criminal history background check. If clear, the candidate will proceed. Please note: Field Observers do not require fingerprinting.
- 4 Human Resources will coordinate placement with the campus principal/designee.
5. Human Resources will send a coordination email to the candidate and principal via email after placement has been assigned and will provide contact information for the principal or designee and the student observer.
- 6 After the candidate has been cleared and receives the principal/designee's contact information, the **candidate has the responsibility to make the initial contact and schedule hours with the principal/designee.**
7. The observer MUST sign in via RAPTOR each time he/she visits the campus and must follow the district professional dress code. The observer bears the responsibility of getting any paperwork completed, signed, and approved.
8. The observer bears the responsibility of getting any paperwork completed, signed, and approved.

*Any questions regarding Field Experience and Observation can be directed to Hope Coburn, [hcoburn@fisd12.net](mailto:hcoburn@fisd12.net) or 281-996-6604.*

Fall observations must be conducted between **October 17 - November 18, 2022.**

Sincerely,

Lindsey Foley  
Executive Director of Human Resources  
Friendswood Independent School District  
Direct Line: (281) 996-6624  
Email: [lfoley@fisd12.net](mailto:lfoley@fisd12.net)

# Field Experience and Observation Candidate

2022-2023

Friendswood ISD is authorized by state law to obtain criminal history record information on individuals who intend to serve as observers/volunteers for the District (Texas Education Code 22.08). The information below is necessary to obtain criminal history record information.

This information will be reviewed only by the Director of Human Resources and HR Staff. You will be contacted immediately if there is a question that might compromise the safety of our students.

**The following information is required for the protection of our children and is confidential.**

## Name (Please print):

\_\_\_\_\_

<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Maiden</i>
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\_\_\_\_\_

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip code</i>
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\_\_\_\_\_

**Social Security Number**

\_\_\_\_\_

**Date of Birth**

( ) \_\_\_\_\_

**State Driver's License/State ID**

### Gender:

Male

Female

### Ethnicity:

African American

Anglo

Hispanic

American Indian

Asian

### Purpose:

# of observation hours needed: \_\_\_\_\_

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

Professor: \_\_\_\_\_

ACP: \_\_\_\_\_  
*Alternative Certification Program*

### Requested Campus(es):

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Cline Elem          | <input type="checkbox"/> Westwood Elem | <input type="checkbox"/> Junior High |
| <input type="checkbox"/> Windsong Int        | <input type="checkbox"/> Bales Int     | <input type="checkbox"/> High School |
| <input type="checkbox"/> Special Ed/Services |  |                                      |

Grade/Subject: \_\_\_\_\_

\*Please be sure to specify a subject!

I understand the importance of confidentiality and agree to keep any names and/or student information strictly private and confidential. I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for participation, but will be used **solely for the purpose** of obtaining criminal history record information for involvement as an observer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submit completed forms to: FISD Human Resources Department:

ATTN: Hope Coburn, [hcoburn@fisdk12.net](mailto:hcoburn@fisdk12.net) or 302 Laurel Dr., Friendswood TX 77546