

Friendswood
Independent School District

281-482-1267
Assistant, Susan Pulido
302 Laurel Drive
Friendswood, Texas 77546
myfisd.com
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:

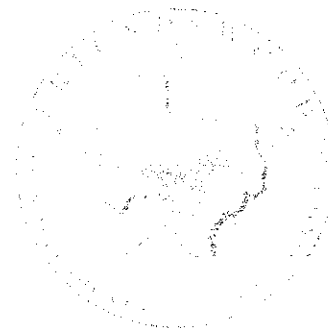
1. Potential candidates requesting to observe classrooms should complete the Field Experience/Observation Packet on the Human Resources page of the Fisd website at myfisd.com.
2. The packet needs to be returned to Hope Coburn in Human Resources by email at hcoburn@fisd12.net or may be delivered to 302 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.8.The observer bears the responsibility of getting any paperwork completed, signed, and approved.
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Any questions regarding Field Experience and Observation can be directed to Hope Coburn, hcoburn@fisd12.net, or 281-996-6604.

Fall observations must be conducted between **October 16 - November 17, 2023.**

Sincerely,

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



Friendswood ISD Confidentiality Agreement
For Clinical Teachers/Field Observers

As a student guest of the Friendswood Independent School District, I understand the following:

1. I may have access to information related to student data, testing, demographics, and other sensitive data.
2. The work performed by the teacher I am observing/working under is vital to the success of the organization, and while most data I may see is subject to open records requests, I must take steps to assure that any confidential information is handled with care and fidelity.
3. All student information is considered confidential. Any person who has access privileges to any type of student records, including but not limited to addresses, phone numbers, emergency contacts, or any type of personally identifiable information, must keep that knowledge and information private. An employee/guest student of the District should take all precautions to refrain from disclosing confidential student information without the prior written approval of the student's parent and/or guardian.
4. Information that can be accessed should not be viewed or used for personal reasons or for mere curiosity.

I have read the above statements and I agree to keep any and all information related to the work performed by me confidential. I will only discuss this information with my supervising teacher and/or campus administration, as appropriate. I will not add, change or delete information without proper authorization nor will I view or use information that I can access for personal reasons or curiosity. I further understand that a violation of this agreement could result in disciplinary action, up to and including exclusion from observing and/or student teaching.

Name

Date

Signature