



CLASSROOM OBSERVATION/VISITATION GUIDELINES

1. Except in emergency circumstances, no visitors will be permitted to enter a classroom or proceed beyond the school office without compliance with these guidelines.
2. All visits and observations must be pre-arranged through the appropriate program supervisor or Executive Director. The form below should be submitted well in advance so that requests can be accommodated in a manner that minimizes classroom disruption and allows for the purpose of the visit/observation to be the focus.
3. The following procedure should be followed in the classroom so that staff and students can continue with the educational process, remain on task, and accommodate requests:
 - Check in at the school office first on the day of visit/observation
 - Plan to visit/observe for a period not to exceed 1.5 hours (90 minutes)
 - Observe from the position designated by the teacher
 - Review only the materials designated by the teacher
 - Refrain from conversation with staff and students
 - Complete post visit/observation questions so that the teacher can arrange for a conference at a later date and time, if necessary
 - Please respect the privacy of other students in the classroom

VISITATION FORM

I would like to request a visit to the _____ classroom at the
_____ school on _____ at _____ o'clock.

The purpose of my visit would be: _____

After the visit I will let the teacher know, in the space provided below, if the purpose of my visit was met, if I need further clarification, and what date and times would be convenient to discuss my concerns.

Parent Signature: _____ Date: _____

Program Administrator Signature: _____ Date: _____