

Request for Field Observation

Observation Type: _____ Class Project _____ Intern _____ 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 RISD 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 Christy Betchan, pHCLE, HR Specialist at 512-430-6000, ext 1012 in the Human Resources Office at RISD.
2. Complete the following documentation and return via email to christybetchan@rockdaleisd.net.
 - a. Complete a volunteer Sign-up/Criminal History Information Request form. Return the completed form by email or by mail or in person to the District Administration office at 520 W. Davilla, Rockdale.
 - b. Submit a Request for Field Observation Form.
 - c. Submit any 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 submit to a Criminal History 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 system 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.

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Signature of Requestee

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