



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

STUDENT OBSERVATION REQUEST FORM

*This student observation request form must be sent to Leigh Barrera, Senior HR
Specialist at LBarrera@ems-isd.net*

Date of Request: _____ FALL/ SPRING

Name: _____

Address: _____

City, ST, Zip: _____ Cell Phone: _____

Email: _____

NAME OF COLLEGE/UNIVERSITY: _____

Name of Program Director/Coordinator: _____

Number of Observation Hours Requested: _____

NAME OF ALTERNATIVE CERTIFICATION PROGRAM: _____

Name of Program Director/Coordinator: _____

Number of Observation Hours Requested: _____

Additional Comments:

Program Coordinator's Signature: _____

Program Coordinator's Email: _____

STUDENT OBSERVATION GUIDELINES

Student Observation Requests

Colleges, Universities, or Educator Preparation Program candidates needing classroom observation hours will be required to email a completed and signed Student Observation Request Form to the EMS ISD representative.

Students and programs are strongly discouraged from reaching out to principals or individual teachers requesting placements. All requests should go through the Human Resources department as outline above. We will do our best to accommodate your request, but placement is not guaranteed.

Volunteer Application Check

Each student observer must complete the Eagle Mountain-Saginaw ISD's Volunteer Application form for a background check.

Application

Student observers are required to complete a Student Observations application for Eagle Mountain-Saginaw ISD. You will be required to upload a letter from the college, university, or educator program requesting observation.

Placement availability is limited; therefore, we ask placement requests to be made as soon as possible. Placements are issued on a first-come, first-served basis. It is extremely helpful to have all requests for student observers submitted at one time. This allows ample time for us to secure the appropriate placements for each student observer. Please be aware that depending on the volume of placements, it is possible that not all requests can be accommodated.