



Flippen Elementary School
425 Peach Drive
McDonough, Georgia 30253
(770) 954-3522
FAX (770) 954-3525
Victoria Grubbs, Principal
Dr. Renee Prior, Assistant Principal

Dear Parents/Guardians.

We welcome parents and guardians to Flippen, and classroom observations are a great opportunity to engage with us. All visitors must follow the guidelines below to ensure the observation visit is insightful while protecting the learning environment, children's confidentiality, and preventing disruptions that are detrimental to learning.

- All parents/guardian must complete the Classroom Observation Request Form.
- Once the request has been approved, a specific date and time for the visit will be arranged.
- Observations are not allowed if the classroom is involved in administering an assessment.
- On the day of your visit, please remember to arrive a few minutes early to allow time for check-in.
- Parents/guardians must bring a valid photo ID and sign in at the main office upon arrival. You will receive a pass.
- Visitors will enter the classroom at the pre-arranged, specified time.
- Visitors are asked to silence all electronic devices before entering the room.
- Visitors will sit in the back of the room and refrain from interrupting the instructional process. *The visit is limited to 20 minutes of observation.*
- No photos or videos are to be taken of students; no comments, discussions, or questions are to be asked of children when observing the classroom.
- At the completion of the observation, please sign out and exit through the main office.
- Parents or guardians who wish to schedule a follow-up parent-teacher conference or meet with an administrator may contact their child's teacher via email or Dojo messaging or complete the Principal Contact Form.

Flippen Elementary Classroom Observation Request Form

Parent/Guardian Name _____

Student's Name _____ **Teacher's Name** _____

Requested Date _____

Purpose/Reason of Visit

Principal's Approval _____

Date: _____