SAN MATEO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

101 Twin Dolphin Drive · Redwood City, CA 94065 · (650) 802-5306 · selpa.smcoe.org

CLASSROOM OBSERVATION REQUEST & AGREEMENT FORM

(To be completed by a parent or parent representative at least 5 school days prior to requested date)

Part 1: Request Details

Student Name: _____ **Date of Birth:** _____

School Site: _____ **Grade/Program:** _____

Person Requesting Visit: _____

Relationship to Student: ☐ Parent/Guardian ☐/Representative/Independent Evaluator*

Phone Number: _____ **Email:** _____

Requested Date(s) & Time(s): _____

Specific Purpose of Observation: _____

**If applicant is a Parental Representative/Evaluator, please attach a signed Release of Information. If applicant is an Evaluator, please attach a copy of your Credentials and/or CV.*

Part 2: Confidentiality & Visitor Agreement

By signing below, I agree to the following terms during my classroom visit:

1. **Site Protocols:** I will follow all school site visitor requirements, including checking in/out at the office, wearing a visitor badge, and abiding by LEA safety policies.
2. **Non-Disruption:** I will remain seated in the designated area, will not interact with staff or students during instructional time, and will not disrupt the classroom environment.
3. **Privacy & Confidentiality:** I understand that I am observing the designated student or program only. Information regarding other students is strictly confidential under FERPA. If I observe or hear information about another student, I will keep it in strict confidence.
4. **No Electronic Recording / No AI:** I will **NOT** use cell phones, audio/video recording equipment, wearable smart cameras (e.g., Ray-Ban Meta glasses), or AI transcription tools/apps at any time during my visit. All devices will be silenced and stored away.
5. **Notes & Debrief:** I understand the LEA may request copies of my observation notes and I will cooperate with a reasonable request for information regarding the observation, consistent with applicable laws and subject to any asserted privileges or protections. Administrative staff will be available for up to 15 minutes for a post-visit debrief.
6. **Staff Evaluation:** I understand this observation visit is not for evaluating staff. Any comments regarding staff will be submitted privately to a site administrator.

Observer Signature: _____ **Date:** _____

For District/Administrator Use Only

[☐] Request Approved [☐] Request Rescheduled

Scheduled Date: _____ **Time:** _____ to _____

Designated Staff Escort: _____

Signed *Release of Information* on File (if Rep): [☐] Yes [☐] N/A

Administrator Signature: _____

Participating LEAs: Bayshore Elementary School District, Belmont-Redwood Shores School District, Brisbane School District, Burlingame School District, Cabrillo Unified School District, Connect Community Charter, Design Tech High School, Hillsborough City School District, Jefferson Elementary School District, Jefferson Union High School District, KIPP Esperanza, KIPP Excelencia, KIPP Valiant Community Charter, La Honda-Pescadero Unified School District, Las Lomitas Elementary School District, Menlo Park City School District, Millbrae Elementary School District, Oxford Day Academy, Pacifica School District, Portola Valley Elementary School District, Ravenswood City School District, Redwood City Elementary School District, San Bruno Park School District, San Carlos Charter Learning, San Carlos School District, San Mateo County Office of Education, San Mateo-Foster City School District, San Mateo Union High School District, Sequoia Union High School District, South San Francisco Unified School District, Summit Preparatory Charter High School, Woodside Elementary School District