

Request for Classroom Observation

In order to minimize disruption to the educational environment, classroom observations are not to exceed 30 minutes.

Name of Observer

Phone Number

Requested Date of Observation

Requested Classroom Teacher

Beginning and ending time of Observation

Purpose of the Observation

Requirements and Expectations of Observers

1. Remain quietly seated in the area designated by the classroom teacher.
2. Do not engage students or staff in conversation during observation.
3. Keep in confidence any observations of student educational performance that you obtain during your visit.

Office Use:

Teacher Signature: _____ Principal Signature: _____

Date/Time Called: _____