

CLASSROOMS OBSERVATION/VISITATION GUIDELINES

1. Except in emergency circumstances, no visitors will be permitted to enter a classroom or proceed beyond the school office without compliance with these guidelines.
2. All visits and observations must be pre-arranged through the appropriate program supervisor or Executive Director. The form below should be submitted well in advance so that requests can be accommodated in a manner that minimizes classroom disruption and allows for the purpose of the visit/observation to be the focus.
3. The following format should be followed in the classroom so that staff and children can continue with the educational process, remain on task and accommodate requests:
 - Make sure teacher has a copy of request for visit/observation
 - Check in at the school office first on the day of visit/observation
 - Plan to visit/observe for a period not to exceed 1.5 hours (90 minutes)
 - Observe from the position designated by the teacher
 - Review materials designated by the teacher only
 - Refrain from conversation with staff and children
 - Complete post visit/observation questions so that teacher can arrange for a conference at a later date and time, should discussion be desired

VISITATION FORM

I would like to request a visit to the _____ classroom at the _____ school on _____, at _____ o'clock. The purpose of my visit would be: _____

After the visit I will let the teacher know in the space provided below if the purpose of my visit was met, if I need further clarification, and what date and times would be convenient to discuss my concerns.

Parent Signature: _____

Program Administrator Signature: _____

cc: Teacher
Building Principal