

PARENT/PROVIDER REQUEST FOR CLASSROOM OBSERVATION

The Brunswick School Department welcomes visits to our schools and classrooms by parents, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedure governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least **two days** in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

DATE: _____

PERSON MAKING REQUEST: _____

STUDENT: _____ SCHOOL: _____ GRADE: _____

Requested Location and Date of Observation: _____

Reason for Observation (What specifically would you like to observe?)

For Outside Agency Providers Only:

Name of Agency: _____

Purpose of the Observation: _____

(Must provide proof of release of information signed by parent within past 12 months)

For Brunswick School Department Personnel:

Date of Pre-Conference: _____

Conference Facilitator: _____

Date of Scheduled Observation: _____

Observer Assigned: _____

Date of Post-Conference: _____

Conference Facilitator: _____

Concerns and/or Main Points Discussed? _____

Adopted: 2/13/13