Tiger Academy Charter School

OBSERVATION PASS

Office Use Only

Request _____ approved _____ denied

Administrator Signature: _____

Notified by: _____

This approved pass entitles you to observe in the specified classroom. To protect the integrity of the classroom environment, the below-listed procedures must be followed:

1. This for must be completed at least 24 hours in advance of the requested observation. The Principal or School Counselor will approve or deny the request. Please make sure to include a contact number. **You will be notified via telephone of your status. This pass must be picked up from the Front Office and take to the classroom at the time of the observation.** The completed observation pass must be returned to the Front Office at the conclusion of the observation.

2. Unless you have an arrangement with the teacher for special seating, plead sit quietly at the back of the room.

3. **It is important not to disrupt the normal flow of classroom procedures: please do not speak with student or the teacher during the observation.**

4. You may request a conference following the observation by phone call or written notice.

5. Observations are limited to one hour.

6. **Please write your comments below and return this pass to the office before leaving school grounds.**

_____ _____ _____

Student's Name Teacher Relationship

Date: _____ Time Beginning: _____ Time Ending: _____

_____ _____

Observer's Name (Print)/ Phone Number Observer's Signature

To the Visitor:

Pleas share your observations in the classroom

_____

_____

_____

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_____

Each classroom observation is by permission by the Principal or School Counselor. If at any time the Principal or School Counselor determines an observation is a disruption of the learning process, further observations will be denied.