

Office Use Only			
Request approved denied			
Administrator Signature:			
Notified by:			

OBSERVATION PASS

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 form 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 taken 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, please sit quietly in the back of the room.
- 3. It is important not to disrupt the normal flow of classroom procedures; therefore, please do not speak with students or the teacher during the observation.
- 4. You may request a conference following the observation by phone call, email 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 Ol	oserver's Signature
		ne Visitor: ervations in the classroom

Each classroom observation is by permission of 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.