



Observation Request and Confirmation (Optional)

(To be used in Portland Public Schools, Portland, Oregon)

Date _____

STEP 1

College Professor/Supervisor Instructions: At least two weeks before the requested dates for student observation, complete Step 1 and send all copies to the identified school administrator. Expectations for the cooperating teacher, the student-observer and evaluation procedures (if any) are to be clearly stated in writing and must be agreed to in advance by all parties concerned. For a group, attach a list of names.

To _____
(Principal/Curriculum Vice-Principal/Program Supervisor) (School)

From _____
(College) (Professor) (Address) (Phone)

Student-Observer's Name _____ Phone _____

Student's Address _____

Subject Choice(s)/Grade Level _____

Purpose: What specific types of experience, i.e., observation, tutoring, aide? Provide full description of objectives, expectations, proposed arrangements

Is evaluation expected Yes No If "yes" please attach an evaluation form or an explanation.

WILL THE STUDENT BEING REQUESTED FOR OBSERVATION REQUIRE ANY SPECIAL ACCOMMODATIONS? IF SO, PLEASE SPECIFY WHAT SPECIAL ACCOMMODATIONS WILL BE REQUIRED. Yes No _____

Date(s) and Time(s) Requested:

1st Choice: Date(s): _____ 2nd Choice: Date(s): _____

Time: From _____ To _____ Time: From _____ To _____

STEP 2

Principal/Curriculum Vice Principal/Supervisor Instructions:

A. Review the request, indicate approval or non approval, and include any additional information or comments needed for the college, the student-observer, or PPS records.

Approved: (Please complete information below) Not approved More information needed
 No place available Try at a later date _____ Other _____

Assigned to _____ *Reports to _____

Room/Dept. _____ (School/Program Administrator)

Authorization _____
(Signature of School Official) (Title) (Phone)

Information/Comments _____

B. Retain a copy of the form at the school and provide a copy to the University.

STEP 3

Background Check Process: All student observers must complete and clear the schools' volunteer background check prior to the start of the observation.

STEP 4

Student Observer Instructions: When you report for observation experience, check in with the school or program administrator as starred above in Step 2.