

Administrative Procedure 177 – Appendix A

REQUEST FOR CLASSROOM OBSERVATION

Date: _____

Dear Principal,

RE: _____
(Name of Student)

I, _____, hereby request to visit _____
(Professional/Agency) (Name of school)

to observe _____ on _____.
(Name of Student) (Date)

Terms and Conditions:

1. I understand the purpose of the visit is for classroom observation only in order to assist in setting appropriate goals for the child in non-school environments.
2. I understand that the school division and the school retain responsibility for the educational program of the student.
3. I will not review or comment on the performance of the teacher or other school and/or school division staff.
4. I will not interrupt the flow of instruction.
5. I will keep confidential any information I observe or otherwise learn about in relation to staff and/or other students. I will not make any specific comments about students or staff in oral or written reports.
6. I will provide a copy of the written report regarding observations to the attention of the school principal for inclusion in the student's cumulative file.

I agree to the Terms and Conditions as set out above.

(Professional/Agency)

(Date)

I hereby approve the observation request. A parent has signed a SRPSD Release of Confidential Information form confirming support of the in-school observation.

(Principal)

(Date)