

**LOUDOUN COUNTY PUBLIC SCHOOLS
PARENT REQUEST FOR CLASSROOM OBSERVATION**

The parent must document in writing (below) his/her request to seek permission for conducting an observation in the school setting. This written request should be provided directly to the building administrator.

IMPORTANT: The administrator makes the final determination and approval for the observation. An administrator has the right to deny approval for an observation or limit its parameters including length of time. An administrator or other special education staff (e.g., consulting teacher, special education supervisor, etc.) may accompany the observer for the duration of the observation.

Student: _____

Observer's Name: _____

Observer's Title: _____

Requested Class/Activity to be Observed: _____

Teacher: _____

Purpose of Requested Observation: _____

Date of Requested Observation: _____

Requested Time: _____ Requested Duration: _____

Parent Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Request Received: _____ Request Received By: _____

Observation Request: _____ Approved _____ Denied

Date "Release of Confidential Information" form * obtained: _____

* "Release of Confidential Information" form must be obtained prior to the date of the observation for an observer who is not the student's parent.

Scheduled Date(s) of Observation: _____

Time: _____ Duration: _____

Class/Activity to be Observed: _____

Teacher: _____

Date Parent Contacted: _____ Method (e.g., phone, email): _____

Administrator's Signature: _____ Date _____

ADMINISTRATOR: Place completed form in the Correspondence Section of the student's file.