

Classroom Observation Procedures for Parents and Private Providers

Wilmette District 39 welcomes the opportunity to collaborate with parents and private providers in order to meet the needs of students. In order to facilitate the many requests made for school observations in a timely manner, a specific process is utilized by the district.

Before scheduling any observation, the district must have a current “Authorization for Exchange of Confidential Information” on file for any private provider who wishes to observe or consult.

Requests for observations must be made at least one week in advance of preferred visit dates by submitting a Classroom Observation Request Form, which also includes these components:

- Individual making request
- Name and title of observer
- Purpose of observation
- Preferred visit days and times
- Contact information

Classroom observation request forms will be turned in to the building’s Student Services Coordinator.

Each Classroom Observation Request will be considered on an individual basis based on its purpose, duration, and frequency. To minimize classroom disruptions, observations duration may be limited based on the specific purpose as well as staff availability. A member of the Student Services department, such as the Principal, Psychologist, Social Worker, and/or Coordinator, will always accompany visitors. Visits will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the parent or private provider. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.

Classroom Observation Request Form

Date of Request: _____

Name of Individual Making Request: _____

Student Name: _____

Name and Title of Observer: _____

Purpose of the Observation: _____

Preferred Visit Days and Times:

Contact Information : _____

Please submit a paper or electronic copy to your school's coordinator:

Connecting Kids Early Childhood: Julie Pease – peasej@wilmette39.org

Central: Tonya Martin – martint@wilmette39.org

Harper: Debbie Cooper – cooperd@wilmette39.org

McKenzie: Anne Bowers – bowersa@wilmette39.org

Romona: Julie Pease – peasej@wilmette39.org

Highcrest: Tonya Martin – martint@wilmette39.org

Wilmette Junior High: Debbie Cooper – cooperd@wilmette39.org

For District Use

Date Received:

Authorization for Exchange of Confidential Information on File: Y/N

Date of Observation:

Accompanied by:

Email Notification to Teacher(s) on: