

STUDENT TEACHER: _____ DATE: _____

**AUBURN PUBLIC SCHOOLS
REQUEST FOR PRE-PRACTICUM CLASSROOM OBSERVATION**

PROCEDURES CHECKLIST

- 1. **Fill out observation request form (attached)**
- 2. **Attach course syllabus and outline of observation requirements**
- 3. **Fill out CORI request form (must complete form at Superintendent's Office, 5 West Street, Auburn – 508-832-7755)**
- 4. **Attach letter of introduction**
- 5. **Contact the principal**
- 6. **Await approval**
- 7. **Meet with teacher**
- 8. **Complete observation schedule**
- 9. **Obtain principal's signature on field experience form**
- 10. **Send a thank you letter to cooperating teacher(s), cc Main Office.**

An important part of the coursework required in preparation for a career in education often includes classroom observation times. Our school district is committed to facilitating successful field experiences for college students preparing for teaching certification.

The Auburn Public School District is committed to education excellence. As an observer in our district you are expected to act and dress professionally at all times, working in collaboration with all district personnel in supporting students to achieve to their full potential.

All classroom observation arrangements must be approved by the Principal, and scheduled in cooperation with the teacher.

The privilege of conducting classroom observations may be revoked at anytime without prior notice or cause.

Non-Discrimination Policy Statement

The Auburn Public School District is committed to ensuring that all of its programs, activities, employment practices and the facilities are accessible to all members of the public. The Auburn Public School District operates without discrimination on the basis of sex, religion, national origin, age, or disability in compliance with Title VI, Title VII, Title XI, Section 504, and all other applicable civil rights legislation.