

Classroom Observation Procedures for Parents and Private Providers

Lake Forest School District 67 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.

Requests for observations must be made at least two weeks 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 Director of Student Services and forwarded to the appropriate building administrator.

Each Classroom Observation Request will be considered on an individual basis and 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 building administrator or district designee, such as the Principal, Assistant Principal, Psychologist, Social Worker or Director of Student Services, 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 staff, this must be scheduled in addition to the actual observation.