



KINGSFORD ELEMENTARY SCHOOL

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Parent Classroom Observation Form

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

At Kingsford ES parents are always welcome to visit their child's classroom within the guidelines of school policy. Parents are required to adhere to the following rules when visiting classrooms:

- Parents must request (in writing) to observe their child's classroom at least two days in advance.
- Classroom observations are limited to one parent/guardian for a maximum of 20 minutes per teacher per visit.
- Parents may only observe classrooms while their child is in attendance in that class.
- Parents will not engage their child. Parents will not engage the teacher. Parents will not engage any student in the classroom.
- Observations may not happen while students are taking a test or quiz.
- No recording/no pictures.
- Parents can leave a note for the teacher in his/her mailbox.

Please note if you fail to follow the above guidelines, you will be asked to leave the class.

To submit your request, please complete the following:

Today's Date: _____ Parent Name: _____

Student Name: _____ Grade Level: _____

Date of Requested Observation: _____

(Day of the week, Month/Day/Year)

Which of your child's classrooms would you like to observe?

Teacher's Name _____ Subject Area _____

Class Period/Timeframe _____

Purpose of the Class Visit: _____

-----Office Use Only -----

Teacher's Signature: _____

Approve Disapprove

If disapprove is marked, please state the reason (must be aligned with PGCPS school board policy).

Principal Approval: _____ Date: _____