

Alvin ISD

Classroom Observation Instructions

Observation hours will be scheduled **September 5 – April 6** (excluding blackout dates) in the following certification areas:

- Special Education EC-12
- Fine Arts (all areas) EC-12
- Bilingual Education EC-4; 4-8
- English as a Second Language (ESL) EC-4; 4-8
- Generalist EC-6
- Generalist 4-8
- Math 4-8; 8-12
- Science 4-8; 8-12
- Foreign Languages (Spanish and French) 6-12
- Other areas by written request only and with limited availability.

If you would like to complete your observation hours with Alvin ISD, please print and follow these instructions carefully.

Observation Steps:

- Student submits Consent and Disclosure for Background Check, Observation Request Form and the University Observation Approval Letter to Human Resources via email to lrose@alvinisd.net or fax to 281-388-2741. (forms found on www.alvinisd.net: human resources: student observations)
- Background check is conducted.
- Once cleared, an approval letter is emailed to the student.
- Student then calls the school to arrange observation schedule.
- When student arrives on campus, they must show their approval letter and student/state identification to school administration and check in in the front office of the campus.
- Student completes observation hours.

ALVIN ISD will send an email once you are approved for Observations in Alvin ISD. You may contact the campuses you have been assigned to AFTER receiving the approval email from Alvin ISD. Observation hours / schedules will be assigned by the availability of the campus.

Please allow 7-10 business days for processing.

(Campuses administrators: approved students will be added in the Observation Google Doc and sorted by approved campus. Please call 281-245-2717 if you have questions.)