

**Instructors:**

1. Alvin ISD will begin accepting Field Experience Requests in December 2017.
2. Instructors must consult the Alvin ISD Classroom Observations page (<https://www.alvinisd.net/Page/8571>), scroll to the bottom of the page and review the [Blackout Dates](#) ([link to alvin-isd-blackout-dates.pdf](#)) information *prior* to submitting Field Experience Requests.
3. Field Experience Requests, course rosters and students' completed [Consent and Disclosure for Background Check](#) ([link to alvin-isd-consent-and-disclosure-for-background-check](#)) and [Observation Request](#) ([link to alvin-isd-observation-request](#)) forms are to be submitted to CPDT.
4. Alvin ISD requires 7-10 business days to process background checks and other paperwork. Please submit Field Experience Requests and all other required documentation ***at least two weeks prior to the proposed start date.***
5. Placements will be determined by Human Resources and the various campuses. ***Neither students, nor instructors are to contact the district/campuses regarding placements.***
6. Instructors should contact the campuses with any specific information about the assignment, if necessary.
7. CPDT will notify instructors of student eligibility when determined and notified by the district.
8. Human Resources notifies students directly, via email, immediately upon approval.
9. Human Resources notifies CPDT of student eligibility. CPDT will notify instructors.
10. Once instructors are notified of student eligibility, they may contact campus personnel with any specifics of the assignment, if necessary.

**Students:**

1. Students are to follow the [Alvin ISD Classroom Observation Instructions](#) ([link to alvin-isd-classroom-observation-instructions](#)).
2. Student prints, completes and submits to instructors the [Consent & Disclosure for Background Check](#) ([link to alvin-isd-consent-and-disclosure-for-background-check](#)) and [Observation Request Form](#) ([link to alvin-isd-observation-request](#)).
3. UHCL students are ***NOT*** required to submit a University Observation Approval Letter.
4. Alvin ISD requires 7-10 business days to process background checks and other paperwork. Please complete the online background check and submit all required documents to your instructor promptly.
5. Alvin ISD conducts the background check.
6. Once cleared, an approval letter is emailed directly to the student.
7. Student then calls the school to arrange observation schedule.
8. When student arrives on campus, he or she must show the approval letter and student/state identification to school administration and check in at the front office of the campus.
9. Student completes observation hours.