

Dickinson I.S.D.

Classroom Observation Information

If you would like to complete your observation hours with Dickinson ISD, please read and follow these instructions carefully. Observations hours will be scheduled between the following dates and in certification areas approved by Human Resources.

Observations may be requested between September 14 and May 10 of each school year.

- Please complete the observation packet which is located online, send a copy of your university or program letter stating your need to do observations, and a copy of your driver's license.
- Please include your campus/subject preferences.
- Please limit your selections to 3 campuses.
- A new packet must be submitted each semester that observations are requested.

When all forms are completed, please send forms to Carla Gerdes by email to cgerdes@dickinsonisd.org or fax to 281 229-6017.

After all of your information has been received and verified, it will be forwarded to the campus principals. Human Resources will send you an email approving the observation request and a list of your campus contacts. Once accepted it will be your responsibility to make observation arrangements directly with the campus contact listed. **Please allow 7-10 days for processing.**