

Instructors:

1. Any student who has completed an application for Houston ISD, and has been determined to be eligible for the fall 2017 semester is still eligible for Field Experience in Houston ISD through May 2018.
2. Field Experience Requests and course rosters are to be submitted to CPDT.
3. Students must obtain a letter/document (Program Observation or Field Experience Approval form) from their instructor, prior to their completing their online application, stating that they are required to complete observation/field experience hours. **Failure of the student to upload this form to the application will eliminate the application from consideration.**
4. It is the responsibility of the instructor and/or the student to reach out to their desired campus to set up observations once they clear the background check.
5. Once a candidate clears background, they will receive an automated approval email from Houston ISD.
6. Houston ISD background checks are processed in up to two weeks from the date of submission.

Students:

1. All student observers must complete an online application in order to be considered for observations.
2. All student observers must pass a criminal background check before observations can begin. The process can take up to two weeks from application to final approval.
3. Carefully read and follow the instructions located at <http://www.houstonisd.org/page/154326>.
4. Click the "Apply Now" link on the right side of the page.
5. Under the heading "Openings as of..." scroll down to "**Student Observer**", **Job ID 38960**. Click on "Apply" to the right of "Student Observer".
6. Click on "Start" to create an account, or "Login" to log in to an existing account. (If a student observer has previously created an account with HISD, the same account may be used to apply for student observations.)
7. Complete the online application.
8. Students must obtain a letter/document (Program Observation or Field Experience Approval form) from their instructor stating that they are required to complete observation/field experience hours. Upload the program observation or field experience approval form to the application. **Failure to upload this form to the application will eliminate the application from consideration.**
9. Click "**Finish and Submit**".

Criminal Background Check

The background check can take up to two weeks complete. Once the background check has been CLEARED, student observers are eligible for observations at any HISD campus.

Approval

An email confirmation will be sent from TeacherRecruitment@houstonisd.org to the student observer, which states approval for campus observations. The email confirmation can be provided by the student observer to the campus staff as proof of district approval.

Find a campus

Upon approval, student observers may contact any HISD campus to complete observations.