

Instructors:

1. Observation requests are accepted at the beginning of each semester term. **Requests submitted earlier than the beginning of each semester term will not be processed.**
2. Fall Observations begin after the 2nd week in September and end the last week of November
3. Fall Observation Requests will not be considered after the second week of November
4. Spring Observations begin after the 3rd week in January and end the last week of March
5. Spring Observation Requests will not be considered after the second week of March
6. Field Experience Requests and course rosters are to be submitted to CPDT.
7. Instructors are to provide to students a Verification Letter of admission or enrollment in coursework toward teacher certification prior to their meeting with the Director of Personnel Services.
8. Placements will be determined by Human Resources and the various campuses. **Neither students, nor instructors are to contact the district/campuses regarding placements until student receives approval letter and contact instructions.**
9. Human Resources will notify CPDT of eligibility status and placement assignments. CPDT will notify instructors.

Students:

1. Contact the Director of Personnel Services, Kristi Amarantos, to schedule a brief appointment at kristiamarantos@sheldonisd.com
2. On the day of your scheduled appointment, bring your driver's license or state identification card and a letter from your college, university, or alternative certification program as verification of your admission or enrollment in coursework toward teacher certification.
3. During your scheduled appointment, you will be asked to complete a Consent to Perform Criminal History Background Check form, DPS Name-Based search form, and a Field Experience/Observation Handbook Receipt.
4. You will be emailed or given a letter of approval for observations within five business days from your appointment. The letter will include who to contact on each campus to schedule your observation dates and times.
5. Print the letter and take a copy of it with you to each campus on your scheduled observation days.