



Independent School District

Alief ISD Observations

The observation period begins **September 19, 2016** and ends **April 21, 2017**.

Alief ISD will begin processing observation requests **Monday, September 12, 2016**.

Application Procedures

- 1. Visit Alief ISD Human Resources at 4250 Cook Rd. Houston, TX 77072.**
- 2. Submit to Alief ISD Human Resources, your:**
 - a. Completed Criminal History Check and Observation Request and Agreement**
 - b. Driver's license or state issued identification card (copy will be made in Human Resources and added to file)**
 - c. University or program letter or syllabus indicating course requirements related to classroom observations; the observation experience must not require teacher or student interaction. The document should have university or program letterhead or name.**
- 3. Alief ISD Human Resources will perform a Criminal History Check.**
- 4. Please make sure your email address is included and legible as you will be notified of your approval or denial to observe via email once the background check is complete. If approved, you will be asked to return to HR. This process may take two weeks. Please do not contact HR for status checks.**
- 5. Approved observers will receive a letter of approval for observations, a district calendar for the current school year, a list of campuses, and contact information.**
- 6. Observers will contact the campuses directly to attain information regarding campus specific procedures for observations and make arrangements with the appropriate campus personnel.**
- 7. Observers will take their letter of approval and driver's license or ID when observing at Alief ISD campuses.**

Alief Independent School District 2016-2017 Observation Request and Agreement – Criminal History Check

Name: _____
Last First Middle

List other last names you have used: _____

Date of Birth: _____ Gender (Circle one): Male / Female
Month Day Year

Social Security #: _____ Driver's License/ID #: _____ State: _____

Address: _____
Street Number Street Name Zip Code Apt. Number

City/State: _____ Telephone: _____

Email Address: _____

Race/Ethnicity - Select ONE only

White, non-Hispanic Hispanic Asian or Pacific Islander Native American or Alaskan Native Other _____

Position: **Observation**

University or Program: _____ Anticipated Certification Area: _____

Read and initial each statement below as assurance of understanding Alief ISD procedures and guidelines for observations.

- All required documentation must be submitted to AISD Human Resources and approved prior to observations on any Alief ISD campus. This includes: Observation Request and Agreement and Criminal History Check, current driver's license or state issued ID, and university/program letter indicating course requirements related to classroom observations.
- The observation period for the 2016-2017 school year is September 19, 2016 through April 21, 2017.
- Campus administrators may further restrict or deny observation periods due to special events or circumstances.
- Observations are not "field experiences"; observers are limited to watching the classroom teacher as he/she instructs and manages students in the classroom, observers cannot teach or interact with the students or teacher in any way while observing on campuses, teachers may not be interrupted while class is in session.
- Observers agree to protect the confidentiality of the students, teachers, and campus while observing and beyond.
- Observers must wear professional attire and demonstrate professional behavior at all times.
- Observers may not solicit information from any staff member regarding employment or internship opportunities.
- Observers should make contact with campus office personnel for observation documentation; observers will not request signatures from campus administrators or classroom teachers.
- Failure to comply with Alief ISD or campus procedures and guidelines may result in the revocation of the privilege to observe in Alief ISD.

My signature indicates that I have read and understand the procedures and guidelines for observations in the Alief Independent School District and agree to comply with the requirements.

Signature _____ Date _____

Section 22.083 of the Texas Education Code allows school districts to obtain, from any law enforcement or criminal justice agency, all criminal history record information that relates to a person whom the district intends to employ in any capacity. The code also authorizes school districts to obtain this information from any person who has indicated, in writing, an intention to serve as a volunteer with the district. The information provided is used only to obtain the required Criminal History records. This sheet will not be a part of the applicant's file. Your application cannot be activated until this completed form is returned to the Personnel Office.
Offering Equal Opportunity in Employment and Education Programs

**A UNIVERSITY OR PROGRAM
LETTER OR SYLLABUS INDICATING
COURSE REQUIREMENTS RELATED
TO CLASSROOM OBSERVATIONS
MUST BE SUBMITTED TO ALIEF ISD.**

**A COPY OF YOUR STATE ISSUED
DRIVER'S LICENSE OR ID MUST BE
SUBMITTED TO AISD.**

**APPLICATIONS WILL ONLY BE
ACCEPTED WITH ALL DOCUMENTS.**