



# EAGLE MOUNTAIN SAGINAW ISD

*Fostering a Culture of Excellence*

## STUDENT OBSERVATION REQUEST FORM

*This student observation request form must be sent to Cindy Blackstock, HR Specialist at  
[cblackstock@ems-isd.net](mailto:cblackstock@ems-isd.net)*

Date of Request: FALL/ SPRING \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NAME OF COLLEGE/UNIVERSITY:** \_\_\_\_\_

Name of Program Director/Coordinator: \_\_\_\_\_

**NAME OF ALTERNATIVE CERTIFICATION PROGRAM:** \_\_\_\_\_

Name of Program Director/Coordinator: \_\_\_\_\_

Number of Observation Hours Requested: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Program Coordinator's Signature: \_\_\_\_\_

Program Coordinator's Email: \_\_\_\_\_

# STUDENT OBSERVATION GUIDELINES

## ***Student Observation Requests***

Colleges, Universities, or Educator Preparation Program candidates needing classroom observation hours will be required to email a completed and signed **Student Observation Request Form** to Cindy Blackstock, HR Specialist at [cblackstock@ems-isd.net](mailto:cblackstock@ems-isd.net).

Students and programs are strongly discouraged from reaching out to principals or individual teachers requesting placements. All requests should go through the Human Resources department as outline above. We will do our best to accommodate your request, but placement is not guaranteed.

## ***Volunteer Application Check***

Each student observer must complete the Eagle Mountain-Saginaw ISD's **Volunteer Application form**.

## ***Application***

Student observers are required to complete a **Student Observation Placement Application** for Eagle Mountain-Saginaw ISD. You will be required to upload a letter from the college, university, or educator program requesting observation.

## ***Timelines for Placements***

All student observation placements requests must be submitted no later than the dates listed

below:

- Fall Semester Deadline – **June 1<sup>st</sup>**
- Spring Semester Deadline – **March 31st**

Placement availability is limited; therefore, we ask placement requests to be made as soon as possible. Placements are issued on a first-come, first-served basis. It is extremely helpful to have all requests for student observers submitted at one time. This allows ample time for us to secure the appropriate placements for each student observer. Please be aware that depending on the volume of placements, it is possible that not all requests can be accommodated.

Observation requests may take up to 7 to 10 days to process once we receive all of the required paperwork. You will be notified by email once your request has been approved.