STUDENT OBSERVATION REQUEST CHECKLIST

**Go to** [**https://www.emsisd.com/Page/196**](https://www.emsisd.com/Page/196) **select Student Observations for Guidelines.**

Fill out   [Student Observation Request](https://www.emsisd.com/cms/lib/TX21000533/Centricity/Domain/49/Student%20Observation%20Request%20form.pdf) Form and email to Norma Perez,

[nperez@ems-isd.net](mailto:nperez@ems-isd.net)

Fill out the  [Volunteer Application form](https://apps.raptortech.com/Apply/NDgwNzplbi1VUw==) **after July 3, 2023.**

Fill out the  [Student Observation Placement Application](https://web1.ems-isd.net/scripts/wsisa.dll/WService=wsFin/rapplmnu03.w), select Student Observation. Make sure to answer all the questions and upload a letter from the university or completed Student Observation Request form. (See student observation guidelines)

Email Norma Perez, [nperez@ems-isd.net](mailto:nperez@ems-isd.net) to notify that you have completed all the steps.

STUDENT TEACHER REQUEST CHECKLIST

Go to <https://www.emsisd.com/Page/196> select Student Teacher for Guidelines.

Fill out the  [Student Teacher Placement Request](https://www.emsisd.com/cms/lib/TX21000533/Centricity/Domain/49/Student%20Teacher%20Request.pdf) Form and email to Norma Perez, nperez@ems-isd.net

Fill out the  [Student Teacher Placement Application](https://web1.ems-isd.net/scripts/wsisa.dll/WService=wsFin/rapplmnu03.w), select Student Teacher. Make sure to answer all questions and upload a letter from the university or completed Student Teacher Placement Request form. (See student teacher guidelines)

Email Norma Perez, [nperez@ems-isd.net](mailto:nperez@ems-isd.net) to notify that you have completed all the steps.