

Student Observation Request Form

Name: _____
Address: _____
City/State/Zip: _____ Day Phone: _____
Email: _____

University or
Alternative Certification
Program: _____
Hours Required for Assignment: _____
Campus Preference: _____
Grade Level/Subject Preference: _____

COMMENTS: _____

The following paperwork must be turned into the HR Department:

- 1) The Student Observation Request form
- 2) An original Background Check form
- 3) A letter from the university or alternative certification program requesting observation hours

Please Note:

- Requests for placement will be processed once the Background Check results have been received.
- Every effort will be made to accommodate preferences.
- Notifications will be made by email.
- Incomplete paperwork will not be processed.



Received by: _____ Date: _____

Background Initiated by: _____ Date: _____ Background Results: _____ Date: _____

Approved Date _____ Campus: _____ Initial: _____

Human Resource Office- Official Use