



"Every student will excel, both personally and for the benefit of humanity."

495 East Huron BLVD • Marysville, MI 48040 • OFFICE: 810.364.7731 • FAX: 810.364.3150

Classroom Observation Request Form

At Marysville Public Schools, parents are always welcome to visit their child's classroom within the guidelines of established district procedures. Visits to individual classrooms during instructional time shall be permitted only with principal and teacher approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Parents are required to adhere to the following rules when visiting classrooms:

- Parents must request (in writing) to observe their child's classroom at least two school days in advance.
- Classroom observations are limited to one parent/guardian for a maximum of 20 minutes per teacher per visit.
- Parents may only observe classrooms while their child is in attendance in that class.
- Parents will not communicate with their child, the teacher, or any students in the classroom during the observation.
- Recording and pictures are not permitted.
- Any notes taken by parents will be reviewed by school staff to ensure they do not violate student privacy laws.

To submit your request, please complete the following:

Parent Name: _____

Today's Date: _____

Student Name: _____

Grade Level: _____

Date of Requested Observation: _____

Which of your child's classrooms would you like to observe?

Teacher's Name _____ Subject Area to observe _____

Class Period/Timeframe _____ Purpose of the Class Visit: _____

Office Use Only

Date: _____ Teacher's Signature: _____

Date: _____ Principal Signature: _____ Approve ___ Disapprove ___

If disapproved, please state the reason:
