



Request for Observation Permission Form

Parents or Guardians requesting permission for classroom observation at Ararat Charter School must complete and submit this form to the office 48 hours prior to the observation.

Please follow these steps:

BEFORE VISIT

- Complete this form and obtain the principal's/designee's approval before proceeding to the classroom.
- The office will contact you when the form is approved.

DURING VISIT

- Sign in the office and obtain a Visitor Pass.
- Duration of the observation cannot be longer than 20 minutes.
- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher and/or instructional aides during the visitation.
- After your visit is over, return to the office, turn in the Visitor Pass, and sign-out in the Visitor book.
- Observers may not park in faculty parking lot.

Note: Teachers and/or administrators may request an alternative date for the observation.

Student's Full Name: _____

Visitor's Full Name: _____

Visitor's Relationship to the Student: _____

Date of Requested Visit: _____

Visitor's Address: _____

Daytime Phone Number: _____

Reason for visit: _____

Administrator's Signature: _____

Permission Granted: Yes No

Notes: _____
