



STUDENT OBSERVATION REQUEST FORM

This student observation request form must be sent to hr@smvst.edu, HR Employee Relations

Date of Request: FALL/ SPRING _____

Name: _____

Address: _____ NA

NAME OF COLLEGE/UNIVERSITY _____

Name of Program Director/Coordinator _____

NAME OF ALTERNATIVE CERTIFICATION PROGRAM _____

Name of Program Director/Coordinator: _____

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 [Employee Relations](mailto:EmployeeRelations@emsnet) at [Employee Relations](mailto:EmployeeRelations@emsnet).

Students and programs are strongly discouraged from reaching out to principals or individual teachers requesting placements. Requests should go through the Human Resources department as outlined 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 SD's Volunteer Application Form.

Application

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

Timelines for Placements

All student observation placement requests must be submitted no later than the dates listed below:

- x Fall Semester Deadline – **June 1st**
- x Spring Semester Deadline – **DEW**

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.

