

Palmer Middle School

Classroom Observation Procedures

Upon request, the principal or designee may, at his/her discretion, grant permission for classroom observations by the parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian. If permission is given, to minimize disruption to the instructional program at Palmer, visits to classrooms or requests to meet with specific personnel must comply with the following Cobb County School District guidelines:

- Parents or guardians must email the school principal, or assistant principal, to observe in their child's classroom 24 hours prior to the time they wish to observe.
- Parents/guardians may observe for up to 20-minutes during a classroom visitation. They must be accompanied by an administrator or the SSA.
- Parents may not video or audio record or take photographs in the classroom.
- Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times.
- The regular school program must continue during such visits. Therefore, parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.

Request to Observe a Classroom

Visitor's Name _____ Email Address _____

Name of Student _____ Grade of Student _____

Requested Observation Date _____ Class Period _____

Teacher _____ Subject _____

Purpose of Visit:

During my visit I will not take names or disclose any information regarding other students in the class to anyone. I have read and will comply with the classroom observation procedures.

Visitor's Signature _____ Date _____

Administration Approval _____ Date _____

***Please email or turn in this request to the front office at least 24 hours prior to the date of your visit. All visitors must sign in at the front office.**