**Classroom Observation Process**

**Office of Human Resources**

**Individuals are eligible to complete classroom observations in Duncanville ISD if:**
- Currently enrolled in a teacher degree program at a four-year college or university.
- Currently seeking certification through an Alternative Certification Program.

**Eligible Candidates will:**
- Complete and submit #1. **Classroom Observation Request**
- Complete and submit #2. **Consent to Perform Background Check**
- Submit #3. The page of your Class Syllabus showing the amount of required classroom observation hours. (An acceptance letter into an Alternative Certification Program will also be sufficient.)

**Submit all three (3) required documents at the same time to Debra Graves by scanning and emailing to:**

   dgraves@duncanvilleisd.org

**Scheduling of Classroom Observations**
- Classroom observations will not be permitted during the first three (3) weeks of each semester.
- Fall semester requests must be received on or before Oct. 15th
- Spring semester requests must be received on or before February 12th
- All requests for classroom observations are subject to space and availability
- At any point during the school year, we reserve the right to deny classroom observers based on the number of requests received and District calendar of events
- Duncanville ISD does not offer summer classroom observations

**Human Resources Department will:**
- Notify the Applicant the request is approved through submission of an Observation Passport
  - Observation Passport will include the name of the campus at which he/she will be completing classroom observations and school phone number.
  - Observer is responsible for communicating with the campus **within 3 business days** to schedule his/her classroom observations.
  - Observer is responsible for informing the campus of any necessary scheduling changes.
  - Observer is required to bring **Observation Passport** and **valid identification** to observation assignment
  - Failure to do so may result in dismissal from observation opportunities.