## REGULATION

Rochester Community Schools Rochester, Michigan 48307

> RELATIONS 9542/Page 1 of 2

## **STUDENT OBSERVERS**

Student observers are usually undergraduate students who are given college class assignments to spend a certain amount of time in public schools. In order to be considered through their University Coordinator, students must seek permission of the Community Relations Manager at least six weeks prior to the requested beginning date by submitting the Student Observation Approval Request Form (ATTACHMENT A).

The Community Relations Manager shall contact the buildings which have indicated an interest in working with student observers, and then approve or disapprove the request.

When a request is approved a copy of the Student Observation Approval Request Form will be sent to the university/college official indicating whether or not the request has been approved, the nature of the placement and approval of both the teacher and the building principal.

On occasion, colleges may make contact with the Community Relations Manager to coordinate various programs where college students tutor, assist, etc., within a building. These are non-student teacher placements which do not necessarily fall under the student observer program. The Community Relations Manager will work with the building administrator and the staff to coordinate such a program. A summary of the program should be forwarded to the Community Relations Manager including such information as number of participants, institution represented, and the times and dates of the activity.

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> RELATIONS 9542/Page 2 of 2

If other programs or questions arise, they should be directed to the Community Relations Manager.

Approved: February 16, 1998

Revised: July 12, 2011



## STUDENT OBSERVATION APPROVAL REQUEST

Please complete this form and return it to the Manager of Community Relations no less than six weeks prior to the requested beginning date of the observation.

Date of Request:	
Name of Student:	
Purpose of Observation(s):	
Date(s) of Observation	Time(s):
Name of University/College Official:	
Address:	
Phone: Em	ail:
Signature of University/College Office	cial:
For District Use:	
☐ Approved	
Teacher:	Principal:
☐ Not Approved	

Once the request is approved, a copy of this form will be sent to the university/college official indicating the nature of the placement and approval of both the teacher and the building principal.

Please return form to: Rochester Community Schools Community Relations Manager 501 W. University

Rochester, MI 48307Phone: 248-726-3127 • Fax: 248-726-3192