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## G-PISD University Student Observation Hours Process

### Purpose:

To ensure all university students completing observation hours in G-PISD classrooms meet district requirements for safety, documentation, and approval.

### Step 1 – University Request Documentation

- The university must provide you with official documentation on letterhead or by email stating:
  - The student's full name.
  - The requirement for observation hours.
  - The total number of hours needed.
  - Any specific grade levels or subjects requested (if applicable).

### Step 2 – Student Complete Form to Submit to Human Resources

- Submit Informed K12 form, [Campus Observation Request Form](#) which will allow you to attach the requested documentation.

### Step 3 – Background Check

- The student completes and submits to HR the **DPS Background Check Forms** listed below.
  - [DPS Computerized Criminal History Verification Form & Criminal History Record Addendum](#)

### Step 4 – Clearance Notification

- If the background check is **approved**, the Campus Observation Request Form will be emailed to you.
- If **not approved**, the student will be notified, and the student will not be allowed to participate.

### Step 5 – Scheduling Observation Hours

- Download and print your Campus Observation Request Form from the link provided in the Informed K12 email.
- The student must coordinate with the assigned campus principal or designee to schedule observation times.
- Observation hours must:
  - Be conducted only on approved dates/times.
  - Follow all district and campus policies.

- Once observation hours are completed, the student is responsible for obtaining any required verification forms from the campus or district.
- If the university requires verification, HR or the supervising campus administrator will sign off.

### **Important Notes:**

- Observation approval is valid only for the semester specified in the university's request.
- Students must wear appropriate attire and check in at the campus office for a visitor badge each day.
- Failure to follow district policies may result in immediate revocation of observation privileges.



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