

**PARENT CLASSROOM VISITATION INSTRUCTIONS**

1. When entering the building, report to the school office and follow the school building guidelines regarding sign-in, visitor's pass, etc.
2. Administrative staff will assist you in locating and escorting you to your child's classroom. Proceed directly to only your child's classroom. Do not stop to observe other classes.
3. Enter the room quietly to avoid distracting children.
4. Remain quietly in the area designated by the teacher during the observation period.
5. Because this is a focused observation of your child, do not try to intervene with the instruction or interview any of the instructional staff unless invited by the teacher to do so.
6. If you wish to discuss the observations, make arrangements with the teacher requesting a meeting at a convenient time.
7. The LTSD Confidentiality Policy for students has been provided for you and must be observed at all times.
8. Remember to follow the school building guidelines regarding sign-out when leaving.

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My signature indicates that I have received a copy and understand the Parent Classroom Visitation Instructions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date