Classroom Visits by Parents and/or Private Service Providers

Troup County Exceptional Education Department welcomes the opportunity to collaborate with parents and private providers in order to meet the needs of students. In order to facilitate the many requests made for school observations in a timely manner, a specific process is utilized by the district.

Before scheduling any observation, the district must have a current *Authorization for Exchange of Confidential Information* form on file for any private provider who wishes to observe or consult. In addition, any observers will be required to sign the *Classroom Observation Confidentiality Acknowledgement* form.

Requests for observations must be made at least one week in advance of preferred visit dates by submitting a *Classroom Observation Request* form, stating the name of the individual making the request, the name and title of the observer, the purpose of the observation, the preferred visit days/times, and contact information.

The forms reference above are available on the FORMS section of the website.

Classroom observation request forms will be turned in to the program specific Coordinator or Director of Exceptional Education.

Each Classroom Observation Request will be considered on an individual basis based on its purpose, duration, and frequency. We will make every effort to accommodate observation requests, but our first priority is maintaining the learning environment for our students. To minimize classroom disruptions, observations duration may be limited to the specific purpose of observation as well as staff availability.

A member of the TCSS/Exceptional Education Department, such as the Principal, Psychologist, and/or Coordinator, will always accompany visitors. Visits will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the parent or private provider. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.