

Katy ISD Observation Procedures and Guidelines

Process for Approval to Observe in Katy ISD

1. Review the Katy ISD Observation Procedures and Guidelines below.
2. Complete: [Katy ISD Observation Request Form](#).
3. Complete the [General Information Sheet and Consent for Background Check](#) below and email the forms to Erica Nugent (ericagnugent@katyisd.org).

PLEASE NOTE:

- **Fall Observations begin after the 2nd week in September and end the last week of November**
- **Fall Observation Applications / Requests will not be considered after the second week of November**
- **Spring Observations begin after the 3rd week in January and end the last week of March**
- **Spring Observation Applications / Requests will not be considered after the second week of March**
- **KISD will not approve more than 10 hours per semester**

Observation Guidelines

1. Please adhere to KISD safety protocols when visiting campus.
2. If a campus is placed in Mitigation Level 1-3, all scheduled observations are immediately canceled and will need to be rescheduled.
3. It will typically take a minimum of 10 days to process your request to complete observation hours.
4. All cell phone use for any purpose during observations is prohibited.
5. Professional dress is required for all observers. Admittance to campus may be denied if attire is deemed inappropriate by an administrator.
6. Provide the campus with your driver's license to run through the RAPTOR system.
7. You must bring a copy of your HR approved Observation Request to the campus.
8. Remember that all information concerning students is confidential.
9. You can only observe on the campuses provided to you by the Human Resource contact person. You are not to make requests for other campuses.
10. You may not observe in your child's classroom.
11. Respect the campus making the decisions of which classrooms and teachers you will be assigned to observe.
12. The campus administrator has the authority to deny or discontinue requests for observation hours.
13. Approved observation time frames are by semester and do not extend into another semester.
14. Be respectful of the campus' ultimate purpose, educating the students that attend the campus and serving the needs of those families. Assisting with observations is not a focus to their main goal. Please be courteous to the campus assisting you.
15. Be mindful that it is in your best interest to observe in multiple districts to provide you with a better spectrum of experiences.