



# Paradise Valley Christian PREPARATORY

## College Student Observation Hours Request

Thank you for your interest in observing at Paradise Valley Christian Preparatory. Spending time in the classroom observing educators is an integral part of your preparation in becoming a teacher. Please fill out the information below and email it to [gnadolny@pvcp.org](mailto:gnadolny@pvcp.org), fax it to 602-992-8152 Attn: Principle, or drop it off at least three days in advance of the date you are requesting to observe. You will be contacted once your request has been approved.

Please note: a copy of your fingerprint clearance card must be included with this Observation Request.

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College attending: \_\_\_\_\_ Year in college: \_\_\_\_\_

Class & professor observation is required for: \_\_\_\_\_

Number of hours/times you would like to observe at PVCP: \_\_\_\_\_

Days & times available to observe: Monday \_\_\_ to \_\_\_ Tuesday \_\_\_ to \_\_\_

Wednesday \_\_\_ to \_\_\_ Thursday \_\_\_ to \_\_\_ Friday \_\_\_ to \_\_\_

Grade Level Preference (number in order of preference): \_\_\_ Prek-K \_\_\_ 1-2 \_\_\_ 3-5 \_\_\_

6-8 (subject: \_\_\_\_\_) \_\_\_ 9-12 (subject: \_\_\_\_\_)

Do you have a criminal record? Yes / No If yes, for what? \_\_\_\_\_

Once approved, student observers must adhere to the following policies:

1. All visitors must enter through the main office, sign in, and wear a visitor's badge, and sign out.
2. Only one student observer is allowed in a classroom at a time.
3. Observers may not be alone with a student in a classroom or anywhere else on campus for any reason.
4. A teacher may ask a student observer to leave at any time.
5. Professional attire is requested (nice pants, knee length skirts, etc., no shorts).
6. Visitors may only use the main office restroom.

\_\_\_\_\_  
Signature

For internal use only Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_