

## CLASSROOM OBSERVATION PROCEDURES

### For University/College Students

University/college students aged 18 or older who wish to fulfill a university or college classroom observation requirement are welcome to do so as community members. University/college students wanting to conduct observation hours must complete the online volunteer application on the *School Management Volunteer System* and follow the steps below. Please note that the Teacher Development and Support Branch does NOT have access to the *School Volunteer Management System* or have the authority to approve classroom observations.

1. Identify the school and obtain approval from principal of the school site **before** submitting volunteer application
2. Apply as a LAUSD Community Member in the <https://volunteerapp.lausd.net/> portal.
3. Complete the application and electronically sign both the *Volunteer Commitment Form* and *Liability Waiver Form*. We have provided a [LAUSD Volunteer Application Job Aid](#) for you to follow. Note, that the registration process will initially indicate "parent."
4. Provide proof of recent TB clearance, including screening or negative test result to the principal or school designee. The school site will not begin processing the form until this is completed.
5. The principal or designee and the Office of Student, Family and Community Engagement (FACE) will review the application (allow two to three weeks)
6. Once both the school and FACE and the application is approved, the student will receive an email with a temporary badge. *Reminder. No person may volunteer until all necessary clearances are verified by the school site principal and FACE.*
7. Students may contact the school to schedule observation hours.

If you have any questions regarding the processing of the volunteer application, you may contact the FACE Office at 213-481-3350.

Thank you for your interest in conducting your classroom observation with an LAUSD school site.