



**Glendale Unified School District
Request for School Tour/Classroom Visitation
Observation Requests**

College View School thanks you for your interest in visiting our school. Please complete this form so we may process your request. You will receive a confirmation within two business days.

GUSD Board Policy (BP1250) allows community members to visit our schools. Taking into consideration special events, testing, and individual classroom schedules, your visitation will be scheduled at a time that causes the least disruption to the instructional setting and generally will extend for approximately **20 minutes**. A staff member will escort you during your visit to answer any questions you may have. If you have additional questions, a separate conference with the teacher will be arranged.

Parent/Community Member

Name: _____ Phone number: _____

Request for:

- Program Tour
- Classroom Visitation
Grade level/Teacher: _____
- Observation related to course of study

Institution: _____

Course: _____

Instructor contact: _____

Number of hours requested: _____

Requested date/time: _____

Purpose: _____

Special Request(s): _____

Office Use Only

Received: _____

File: _____

Appointment time/date: _____

Escort assigned: _____

Teacher notified: _____ **Parent/Community Member Notified:** _____

Notes:

To return to office via fax: 818-246-0708