

LIBERTYVILLE SCHOOL DISTRICT 70

LIBERTYVILLE, IL 60048

♦ Adler Park School ♦ Butterfield School ♦ Copeland Manor School ♦
♦ Rockland School ♦ Highland Middle School ♦

Request to Observe/Participate

As a professional courtesy to the staff members who agree to help you in your studies, please give a minimum of two weeks lead time for your request. During some busy times of year, we will not be able to fulfill your request if we have a number of students placed already. **If you are the parent of a District 70 student we ask that you not request placement in your child's school.**

While we are happy to have you as our guest, please keep in mind that to avoid any unnecessary disruptions, students placed in our schools should:

- arrive on time
- follow the sign-in procedures in the school office
- adhere to a business casual dress code
- show respect for classroom routines

NOTE: Please provide a copy of the assignment, or course syllabus, for which you are making this request.

Student Observer: _____

Contact Information: Phone _____

Email _____

University: _____

Supervisor/Instructor: _____

District 70 parent? Yes No If yes, which school(s)? _____

Hours needed: ___ Grade level(s)/area preference: _____

Earliest start date: _____ Latest end date: _____

Preferred time of day/days of the week: _____

Activities to be completed:

Observation: _____ (# of hours)

Small group lesson (details): _____

Whole class lesson: _____

Once complete, please FAX to the host school:

Adler: (847) 362-8158

Butterfield: (847) 816-5613

Copeland: (847) 247-8617

Rockland: (847) 247-8618

Highland: (847) 362-0870

(To be completed by District 70 school)

Student observer assigned to: _____

Agreed start date: _____ Agreed end date: _____