



## Class Observations Approval Process

- 1) Observations under 20 hours do not require board approval. Any request over 20 hours will require board approval. If so, please refer to the Student Internship Approval Process document.
- 2) Applicant must complete an application on AppliTrack.
- 3) When in application under job/position desired select:
  - a) Other (Student Teaching/Practicum/Field Work)—Job ID #1608
  - b) Insert requested date(s) of observation
- 4) The applicant must upload a copy of an official letter/form on university letterhead from their school detailing the observation requirements and **MUST include the number of hours required** for your course.
- 5) Once all steps are completed the applicant must email Ms. Alcon at [malcon@flboe.com](mailto:malcon@flboe.com) to indicate completion and to verify receipt of documentation.
- 6) Interview with building principal is required prior to placement.
- 7) All observations are required to be approved by Central Office prior to observation.