



**HENRY BARNARD  
LABORATORY SCHOOL**

## Request for Observation

Welcome to Henry Barnard Lab School. We're excited that you'd like to do an observation here. In order to make that happen, the first thing you'll need to do is to fill in and print this document. Just highlight the field that darkens when you click on any word following the bolded prompt, then enter the appropriate information.

**Name:**

**Date:**

**Phone:**

**E:mail:**

**Professor/e-mail:**

**Course Number:**

**Semester:**

**HBS Teacher/Grade** that you'd like to observe:

Now, we need to know when you'd like to observe. Save this form to your drive (so you won't have to start all over when you request another observation later). Bring **this form and a copy of your current BCI** (within one year) to Ms. Jennifer Lusignan in the HBS main office.

**Remember, if you don't have your BCI, your request cannot be processed!** (There will be no exceptions to this requirement.) When you do, she'll share the schedule with you, and you can pick your three top choices for observing, and note them on the lines below.

**1<sup>st</sup> Choice:** **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**2<sup>nd</sup> Choice:** **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**3<sup>rd</sup> Choice:** **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

What happens next? We will contact the teacher you've requested, and will confirm a time for you to observe. You'll be notified by e-mail of the time. Be sure to bring that confirmation with you when you come.

Finally, we ask that you be sensitive to professional dress when you observe. Please be sure that your attire won't be distracting to our students or faculty. Thanks. We'll see you soon.

**Be sure to sign in when you visit, okay?**