



## **Guidelines for Visitation and Observation**

All visitations/observations for any purpose must be scheduled through the director/supervisor.

Northwest Education Services (North Ed) staff must be informed verbally and in writing (at least annually) by director regarding taking precautions to preserve confidentiality during all observations.

Visitors must be accompanied by a member of the staff when in the presence of students.

### **High School/College Student Observations/Visitations/Participation**

High school and/or college students observing/participating as part of coursework through their respective schools must have read and signed the confidentiality explanation/FERPA guidelines.

### **Parents of Enrolled Students**

May arrange to visit/observe their child in his/her classroom.

Read and sign confidentiality policy due to other students being present in the classroom.

Must visit/observe on a day when the regular classroom teacher is in attendance.

Visits are limited to 30 minutes per visit unless approved by the program director.

### **Parents of Potential Students**

Read and sign confidentiality policy.

Possess a clear picture of the current educational needs of their child to optimize their observation.

Parents may visit/observe in order to obtain information that will assist them in participating with the rest of the IEP team in making informed decisions about the future educational programs for their child. The director or staff accompanying parents will explain that the teaching staff may not have the time to entertain specific questions in the classroom during the observations, and they will be encouraged to schedule a separate appointment for questions.

### **Teachers/District Representatives of North Ed Districts**

Same as above for parents.

### **Outside Agency Observations**

Read and sign the confidentiality policy.

Identify the purpose of the visit.

Obtain written permission from the parent. A Release of Information form including reciprocal sharing of information must be on file (Only exception is Michigan Department of Health and Human Resources – Child Protective Services). Parents must be informed by phone or in writing prior to the visit by the director, teacher or service provider.

### **Private provider of services employed by the parent (i.e. daycare provider, private speech/language pathologist, ABA trainer, home behavior trainer, etc.)**

Read and sign confidentiality policy.

Obtain written permission from the parent prior to the visit through a Release of Information form including reciprocal sharing agreement.

Parents must be informed by phone or in writing prior to the observation.



## Confidentiality Policy

Volunteers, Visitors, College or High School Students  
Doing Practicums and Observations

The Family Educational Rights and Privacy Act (FERPA) ensures the rights and privacy of students and their families. As a visitor, volunteer, student or other, I understand that I must maintain the confidentiality of all students I observe or interact with while in the educational environment.

**For college students or high school students making observations or participating educational practicum-type assignments:**

I understand that I must maintain confidentiality in all of my interactions and observations of students. For my own educational purposes, I may report observations I made or interactions I participated in by only referring to the child by first name. I must not share any personally identifying information, such as last name, date of birth, etc., with anyone outside of the classroom staff, either verbally or in writing.

The location of the visit(s) \_\_\_\_\_

The purpose of the visit(s) \_\_\_\_\_

Date(s) of the visit(s) \_\_\_\_\_

My signature confirms that I have read the above statements, understand the confidentiality policies and agree to maintain confidential information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Policies explained by: \_\_\_\_\_

Date: \_\_\_\_\_