

UNIVERSITY of HOUSTON | EDUCATION

Dear HR Rep in _____ (Insert district name),

My name is _____. I am a pre-teaching student (Junior Year/Semester 1) enrolled in coursework at the University of Houston (Main) who will be observing at a campus in _____ (specific days have already been sent to HR & principals) as part of my degree/certification requirements. My five week rotation schedule in the field begins the week of March 2nd, 2015 thru April 20th followed by misc. assessment and PPR review.

Key points:

- The campus I have been scheduled to observe in your dynamic district will receive a spreadsheet at least one week prior to my visit which will contain the names of students, their certification area, and the confirmed date(s) they will come to campus.
- I will be on campus from 9:00 am – 1:00 pm on their scheduled date.
- Ideally I should be paired up with a cooperating teacher with whom they will be with for the day conducting observations only. Teachers can certainly involve the students at whatever level he/she thinks is appropriate.
- Students can be sent to teachers in pairs, in three's or by themselves, whatever works best for your campus principals and the teachers.
- Students will arrive at the campus the day of the observation at 8:45 and have been instructed to meet in the front office where they will sign in with a student leader and get their assignment from you or your appointed designee.
- I agree to also sign in with the school however you wish (scan DL/ID or sign in to visitor's log — or both).
- Students have been told to make sure their UH badge is visible at all times while on campus.
- I should leave at approx. 1:15 p.m. in order to be cleared out before dismissal.

With warm regards,

Krista A. Coleman, Ed.D.

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“With the new day comes new strength and new thoughts.”

Eleanor Roosevelt