



## School District Observation Guidelines

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The Prentice School understands that throughout the school year, district representatives and service providers may need to observe a student during school hours to assist in developing or updating a student's IEP. It is a priority of Prentice to collaborate with school districts to the greatest extent possible while ensuring that observations do not disrupt the learning environment for any student at Prentice. The following observation guidelines have been put in place to assist in scheduling and coordinating all requested student observations. ***Visitors must adhere to The Prentice School's Covid-19 policies, including but not limited to health attestation, face coverings, and physical distancing.***

- If a student is placed at Prentice through a Master Contract with a public school district, Prentice will adhere to the observation requirements as stated in the contract.
- Prentice is not obligated to adhere to the observation requirements set forth in a private settlement agreement between a school district and a family/student in which Prentice had no involvement in the terms of the settlement agreement.
- All observations must be scheduled at least 24 hours in advance by Prentice.
  - If the student is an NPS student and placed at Prentice through a Master Contract, the school district should contact Shelly Stewart to schedule the observation.
  - For all other students, the school district should contact Sheri Bolton to schedule the observation.
- There must be a current signed Release of Information on file with Prentice prior to any observation being scheduled.
- No more than two people are allowed at a time to observe the same student.
- Observations are 60 minutes in length. If additional time is needed, it must be requested and approved by Prentice in advance.
- Prentice requires a minimum of 5 work days to complete all district-related questionnaires and/or rating scales.
  - If the student is an NPS student and placed at Prentice through a Master Contract, the school district should email all questionnaires and/or rating scales to Shelly Stewart.
  - For all other students, the school district should email all questionnaires and/or rating scales to Sheri Bolton.
  - Questionnaires or rating scales given directly to teachers or service providers will not be completed.
- If a district representative or service provider wishes to speak directly with a Prentice faculty or staff member regarding the student, it must be coordinated in advance with Sheri Bolton or Shelly Stewart.

### Contact Information:

The Prentice School  
714-538-4511

Sheri Bolton, Office Manager  
sbolton@prentice.org

Shelly Stewart, NPS/IEP Coordinator  
sstewart@prentice.org