



Registration Requirements to Observe in the Birdville Independent School District

*Please allow 10 working days for your
observation request to be processed.*

Alternative Certification Candidates [*i.e.*, *Region XI Program, ECAP Program*] or current university students who wish to request permission to observe in a Birdville ISD classroom are required to complete the following steps prior to visiting the campus:

1. Register with Personnel Services in the BISD Administration Office.

Registration may be completed on-line. From the BISD Homepage:

Click the following links: [Human Resources/Classroom Observation Procedures](#)

Click: [Registration Form Classroom Observation](#).

2. Complete and submit an on-line Criminal History Authorization Form.

This form is available on the Birdville website. From the BISD Homepage:

Click the following links: [Human Resources/Classroom Observation Procedures](#)

Click: [Criminal History Observation Form](#).

3. Documents required by Personnel Services prior to issuance of observation clearance card:

- a) Picture ID - *Example: Driver's license and/or current student ID issued by university*
- b) Course syllabus requiring observation hours and/or
- c) Acceptance letter from alternative program

4. An Observation Card with the BISD seal will be issued in the name of the candidate/college student. This card may be picked up, by appointment, from a Personnel Services' representative at the Administration Building located at 6125 East Belknap in Haltom City. At the time of pick-up you will be asked to sign in with Personnel Services.

Office hours: 8:00 – 4:15 Mondays – Thursdays/8:00 – 4:00 Fridays.

5. Alternative candidate/student may then make arrangements with the campus office to observe in a classroom setting. The Observation Card is required as proof that the registration process has been completed with Personnel Services but does not guarantee that observations will be granted at any BISD campus.

*Campus Principals reserve the right to limit the number of early field and observation
students permitted on their campus at any given time.*

*If you experience problems submitting your Registration Form electronically, you may fax your
completed form to Eva Miranda at 817.831.5721.*

Problems experienced could be due to your browser or email settings.