

# Request for Observation/Experience Macomb School District

The Macomb School District has requested the following guidelines be established in order to eliminate the many individual requests from students and faculty coming at various times throughout the semester to teachers and building principals. The district requests an organized formal process which prioritizes instructional time and the safety of their students.

## Procedures

- WIU faculty members who plan for their students to complete an assignment in the Macomb School District must make requests to do so through the Coordinator for University Field and Clinical Experiences at Western Illinois University, Jackie Richmond, Horrabin Hall 309-298-1281
- The request forms may be obtained at the office in Horrabin Hall 309-298-1281
- The requests must be made the semester prior to the expected experience.
- Forms should be sent to the Coordinator for University Field and Clinical Experiences, HH 309-298-1281. The Coordinator will forward forms to the Macomb School District, Assistant Superintendent for Instruction. Forms sent directly to the Macomb School District will not be approved.
- The Macomb School District must provide written verification of a successful background/fingerprinting check (within the last six months) to the Office of University Field and Clinical Experiences, HH 309-298-1281

Requests must be made two weeks prior to the experience.

Questions may be directed to Jackie Richmond, 309-298-1281 or [JackieRichmond@wiu.edu](mailto:JackieRichmond@wiu.edu).

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