



UNITED INDEPENDENT SCHOOL DISTRICT

The Human Resources Department Observation Request Registration

Date of Request: _____

Name: _____

Home Phone: _____ Mobile/ Other Phone: _____

Email Address: _____

Number of Observation Hours Requested: _____

Alternative Program Candidate

Name of Alternative Program: _____

- ***Attach copy of Program Acceptance Letter***

Current Student

Name of College/University: _____

- ***Attach copy of course syllabus noting observation requirement***

Interns must meet the following conditions before they are allowed to report to a campus:

- Submit Criminal History Waiver and meet the conditions of a criminal background check. (*Waivers can be found online at www.uisd.net - Employment Information Page or at the Human Resources Department.*)
- Submit a current TB Test (*TB test must have been administered within 120 days of request. Current U.I.S.D. employees are exempt.*)

PLEASE ALLOW 5 WORKING DAYS FOR YOUR OBSERVATION REQUEST TO BE PROCESSED.

* The release of a clearance form is in no way an offer of employment. Moreover, while the District may allow you to observe in the classroom, the District does not hereby admit that you are entitled or qualified for an employment position. Interns are required to abide by the District's Standards of Dress as outlined by Policy DH (Local.)

903-045, 12-2011

Human Resources

301 Lindenwood Drive - Laredo, Texas 78045 - (956) 473-6273 - Fax (956) 473-6303