



Stanislaus County BTSA Induction Program  
**Request for a Formal Observation**

Participating Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Be sure to include actual street address, city, state, and zip code)

Home Phone: \_\_\_\_\_ Preliminary Credential Expiration Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Home Email: \_\_\_\_\_

School Email: \_\_\_\_\_

**Preferences:**

I would like to schedule my Formal Observation. I prefer to be observed on:  
(Choose 2 dates in Priority Order.)

DATE	Day of the Week	Start Time	Content or Class Subject

- I have read the information about Formal Observations, available on our BTSA website:  
<http://www.stancoe.org/btsa>
- I have double-checked the school schedule to ensure the dates listed above are regular schedule days, with no assemblies or rallies or special events.
- I have alerted my principal and school office staff that BTSA induction staff will be coming on campus for an observation and have made arrangements for a small room for the observer and I to debrief directly after my observation.

Send your Formal Observation Request by way of:

**US Mail:** Stanislaus County Office of Education, SCOE BTSA Induction Staff, 1100 H Street, Modesto, CA 95354  
**Route Mail:** SCOE, BTSA Induction Staff, Rt. # 000  
**FAX to:** 238-4239 – Attn: Helen Markiss, Tel: 238-1318