

**Are you an education professional?  
Do you want to observe at The Emerson School?**

The Emerson School does its best to accommodate professional development requests to visit by education professionals. However, our ability to fulfill those requests is limited by our availability.

Please complete this form to give us as much information as possible to assist us in scheduling your visit. Email the completed form to [info@emersonschool.org](mailto:info@emersonschool.org)

Your name:

Email:

You are a/an:

- |   |   |
|---|---|
| <input type="checkbox"/> Teacher in a neighborhood school | <input type="checkbox"/> Administrator in a neighborhood school |
| <input type="checkbox"/> Teacher in a charter school      | <input type="checkbox"/> Administrator in a charter school      |
| <input type="checkbox"/> Teacher in a private school      | <input type="checkbox"/> Administrator in a private school      |
| <input type="checkbox"/> Other: _____                     |   |

Reason for visit:

Date(s) you would like to visit:

(include date range as well as days of the week you are available)

Time you are available to visit:

(indicate hours you are available if they are less than the block outlined)

- Morning (8:30-11:30)
- Afternoon (1:00-3:00)
- Any

Grade blend to observe (check all that apply):

- K/1
- 2/3
- 4/5
- Any

Email completed forms to [info@emersonschool.org](mailto:info@emersonschool.org). We will process your request within two weeks of receiving this form and let you know whether or not we can accommodate your request.

If you have any questions, please email [info@emersonschool.com](mailto:info@emersonschool.com)