Process for Visiting Carlos Rosario School:

Our school receives many requests for visits and for classroom observations. We would like to coordinate the visits for reporting purposes and to be sure we do not overwhelm any one teacher with too many observations. We must also be sure we maintain and protect our students’ privacy and our school’s good reputation. The following process is required:

- The person requesting a visit must email the principal, Dr. Ryan Monroe, rmonroe@carlosrosario.org, at least a week in advance.
- The email needs to state the organization that visitor is coming from and the purpose of the visit. The email needs to provide requested dates, times and duration as well as the preferred level of ESL or program to be visited.
- The visitor must agree to show the principal any subsequent written report of the visit and receive approval prior to sharing it with parties outside of the school.
- The visitor must agree not to use any student identifying information in their report.
- The visitor must agree to use a pseudonym to refer to the school: E.g. “Adult learning center in the DC area”.
- The principal or vice principal will organize the visit and ensure that the observed teachers and direct supervisors are aware and prepared ahead of time.
- Photos, audio and videos are not permitted without the written consent of the principal.
- Request for food services should be made to the food services director as soon as possible, no later than one week prior to the event.

Visit authorization will also depend on the school calendar and other factors. Carlos Rosario employees may not organize visits on their own. If you receive a request for a visit please have the person follow the procedure by first emailing the principal as noted above.