



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

P. O. Box 12157 • Austin, Texas 78711

(512) 463-6599 • (800) 803-9202 • Fax: (512) 463-1512

Email: Education@tdlr.texas.gov • Website: www.tdlr.texas.gov

EDUCATION AND EXAMINATION SCHOOL SITE VISIT REQUEST FORM

To request a school site visit, please fill out the form below.

YOU MAY NOT REQUEST A SCHOOL SITE VISIT IF YOU HAVE A PENDING ENFORCEMENT ACTION(S)

*Please note: **A School Site Visit is not an Inspection.** During School Site Visits we will be there to answer questions, observe and gather data to evaluate the school's performance and best practices. Our goal is to facilitate a mutually beneficial experience providing you guidance to ensure understanding and compliance with all State Laws and Rules.

SELECT SCHOOL TYPE:

- BARBER COSMETOLOGY MIDWIVES DRIVERS EDUCATION & SAFETY

SCHOOL SITE VISIT IS RESTRICTED TO LICENSED SCHOOLS ONLY!

School Name:		School License Number:	
Physical Address:			
City:		State: TX	Zip:
Contact Person:		Phone Number:	
Contact Person E-Mail:			

Reason for request: (please check all that applies, see page 2 for definition of each reason)

- New School Director/Instructor Questions and Answer Session Clock/Credit Hours
 What to expect during a School Inspection Multi-School Visit Curriculum Development

Please explain your goal for requesting a school visit:

Below, please indicate your 3 preferred dates as well as a time frame:

Disclaimer: Please understand we will do our best to accommodate your request. You will be notified by phone or e-mail with a confirmation date and time.

Date Requesting	1 st Preference:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
	2 nd Preference:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
	3 rd Preference:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon

MONDAY – FRIDAY: MORNING 9:00 AM – 12:00 PM; AFTERNOON 1:00 PM – 4:00 PM (EXCLUDING HOLIDAYS)

Reason Definitions

New School Director/Instructor Session – The Education Liaison will meet with the new school director/instructor to provide practical guidance, an overview of the inspection process and to provide you with the list of reports you are required to furnish during the inspection process.

Question and Answer Session – The Education Liaison will provide a “Question and Answer Session” at the school to provide guidance and information regarding state laws and rules.

Clock/Credit Hours Session – The Education Liaison will provide detailed information regarding the clock/credit hour curriculum and guidance to comply with all state laws and rules.

What to expect during a School Inspection Session – The Education Liaison will provide a presentation explaining “What to expect during a School Inspection”.

Multi-School Session – The school will be responsible for hosting the session and inviting other schools in the surrounding area. The Education Liaison will provide a presentation explaining “What to expect during a School Inspection”, providing information regarding the clock/credit hour curriculum and answer any questions regarding state laws and rules and the licensing and examination process and requirements.

Curriculum Development – The Education Liaison will provide the school practical guidance to achieve the highest level of performance. The Education Liaison will evaluate the school’s performance, procedures for curriculum development and best practices.