

## Optional Pre-Observation Form - Teacher

**Note:** This form may be used in conjunction with a pre-conference, but can also be exchanged without a pre-conference prior to the observation.

SCHOOL: \_\_\_\_\_ OBSERVER: \_\_\_\_\_

TEACHER: \_\_\_\_\_ GRADE/SUBJECT: \_\_\_\_\_

DATE AND PERIOD OF SCHEDULED OBSERVATION: \_\_\_\_\_

Dear Teacher,

In preparation for your formal observation, please answer the questions below and attach any requested material.

- 1) What learning objectives or standards will you target during this class?
  
  
  
  
  
  
  
  
  
  
- 2) How will you know if students are mastering/have mastered the objective?
  
  
  
  
  
  
  
  
  
  
- 3) Is there anything you would like me to know about this class in particular?
  
  
  
  
  
  
  
  
  
  
- 4) Are there any skills or new practices you have been working on that I should look for?