



**Certified / Licensed School Professional
Required Pre-Conference Observation Form
(Probationary or Non-Probationary)**

Date: _____

School Year: _____

School Professional:

Name: _____

School: _____

Assignment: _____

Evaluator: _____

Title: _____

***Please complete the following information and bring it with you to the pre-conference.
Teachers retain the right to make instructional decisions/changes during the observation in order to meet
the needs of their students.***

1. What elements or learning outcomes will you address during this lesson?

2. What are the learning objectives for this lesson?



3. *What background do the students have, or what instruction preceded this lesson?*

4. *At the end of this lesson, how will you know what students have learned? (informal, formal)*

5. *What will you do if they have/haven't learned?*



6. *What instructional strategies will you use? Why?*

7. *What activities, materials and resources will you use? Why?*

8. *Describe how you will differentiate instruction for individual students or small groups.*



9. What will the learning environment look/sound like during this observation?

10. Teacher's comments/notes: What would you like the evaluator to look for?

Evaluator **School** **Date**

Evaluatee **School** **Date**

(Save this filled form
with a new file name)