

PRE-CONFERENCE FORM
(FORM A)

TODAY'S DATE

The evaluator and classroom teacher will meet and determine the class to be observed. Prior to the scheduled visit, the teacher will provide the evaluator with a completed Pre-Conference Form. Should plans change between the time of the pre-conference and the observation, the observation will be rescheduled at the request of either party.

Teacher's Name

Date of Scheduled Observation

Class Selected

Grade(s)

Period/Day

1. List the objective(s) of this lesson:

2. What teaching/learning activities will be observed and what methods will be used?

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3. Are there any group or individual characteristics or circumstances of which the evaluator should be aware? (i.e.) Unusual behaviors, grouping interactions, students leaving class during the period, lab work, etc.

4. OPTIONAL – If the teacher desires particular emphasis placed on any of the following performance criterion(a), check selections from the list below:

A. Attention	I. Time
B. Momentum	J. Routines
C. Expectations	K. Models of Teaching
D. Personal Relationship Building	L. Objectives
E. Discipline	M. Evaluations
F. Principles of Learning	N. Learning Experiences
G. Clarity	O. Organization of Curriculum
H. Space	

(The Skillful Teacher, Jon Saphier and license staff Job Descriptions)

5. Additional teacher comments or notes: Evaluator's notes