

Preobservation Form

Complete this form and submit it to your administrator within two to five days before each scheduled observation; include your lesson plan, assessment, and other relevant documents. Be prepared to discuss the information at your preappraisal conference.

Staff Member: _____

School: _____

Subject/Grade Level: _____

Name of Observer: _____

Date of Preobservation Conference: _____

Date of Scheduled Classroom Observation: _____

Objectives of Lesson

What do you expect the students will have learned or be able to do by the end of the lesson?

Describe the activities and strategies that will be used to achieve these learning outcomes.

How will you know during the lesson and/or following the lesson that your students have met the learning objectives?

What follow-up activities are planned for students who have met the learning objectives?

What follow-up activities are planned for students who have not met the learning objectives?

Background Information

What learning provided a foundation for this lesson?

Is there anything special to be aware of about the students before the scheduled observation?

Is there anything special to be aware of about the classroom activities or routines?

Focus of Observation

To what aspect of your teaching and/or classroom would you like particular attention given?