

PRE-OBSERVATION DOCUMENT

TEACHER FULL OBSERVATION

To be completed by the certified employee prior to **ALL** full observations

Teacher	
School	
Grade Level/Subject(s)	
Observer	
Date of Conference	

Check here if you would like a face-to-face pre-conference meeting with your immediate supervisor; otherwise, this document can be emailed or given to your immediate supervisor for review prior to full observation.

* Please attach your lesson plan

Questions for Discussion	Notes <i>(if lesson plan includes answers to these questions please note)</i>
What is your identified student learning target(s)?	
To which part of your curriculum does this lesson relate? (Unit, Lesson, Curriculum Guide, Pacing Guide)	
Briefly describe the students in this class, including those with special needs.	
What will you do to engage the students in the learning? What will the students be doing? (i.e. work in groups, or individually, or as a large group) Provide copies of any relevant documents.	
How will you differentiate instruction for individuals or groups of students?	
How and when will you know whether the students have achieved the learning target(s)?	
Is there anything that you would like me to specifically observe during the lesson?	