**Announced Observation Pre-Conference**

**Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date and Time of Observation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Question/Prompt** | **Notes/Evidence** |
| 1. Tell me about the lesson I will observe. What is/are your lesson objective(s)? |  |
| 2. How is/are the lesson objective(s) aligned with state content standards? |  |
| 3. What information did you use to plan and design this lesson? Any student data? |  |
| 4. How is this lesson connected to the students’ prior knowledge, and how will this lesson be connected to lessons that follow? |  |
| 5. Discuss how you will differentiate instruction to meet the needs of all learners in your classroom. |  |
| 6. How do you plan to ensure all students are intellectually engaged in their learning? What will you be doing as they are engaged in their learning? |  |
| 7. What activities, materials, technology and any other supports will you implement during the lesson? |  |

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| 8. How will you assess what your students have learned/understood? |  |
| 9. How will you provide feedback, based on your set performance criteria, to the students during the lesson?  |  |
| 10. Are there any concerns/issues you would like to discuss prior to the observation?  |  |

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature Administrator’s Signature