

PRE-CONFERENCE FORM

Non-Classroom Settings

Please complete this form and bring it to your pre-observation conference.

Name: _____

Observer: _____

Grade Level(s): _____

Subject(s): _____

Date: _____

Setting Information:

1. How many people will be observed?

Total number of students: _____ Male students: _____ Female students: _____

2. What is the age range? _____

3. Approximately how many are in the following language categories?

English Language Proficient _____ Limited English Proficient _____

4. How many have the following exceptionalities?

Blind/visually impaired: _____ Deafness/hard of hearing: _____ ADHD: _____ Physical Disability: _____

Developmental Impairment: _____ Emotional Disability: _____ Gifted: _____ Learning Disability: _____

5. Approximately how many are represented in the following racial/ethnic groups?

American Indian _____ Asian _____ Black or African American _____ Hispanic or Latino _____ Native

Hawaiian _____ White _____ East or West African _____ White, non-Hispanic _____ Other (please specify)

6. (Please write out your answer to this question) Are there any special circumstances that the observer should be aware of in order to understand what will occur during the scheduled observation (e.g. interruptions, behavior patterns of students)?

Observation Details:

7. (Please write your answer to this question) What do you hope to accomplish during this observation? (your goals)

8. (Please write your answer to this question)

How do you plan to assess the achievement of these goals? What procedures will you use?

Pre-Observation Conference Discussion Guide:

*(You may use the following questions as a **guide** to drive the pre-observation conference conversation)*

***Is there anything about the physical learning environment that might affect the observation? (e.g. this is not the usual space, there is new equipment, a new seating arrangement)**

***What are the most important routines, procedures, rules and expectations that will be in operation during the observed lesson?**

***Describe the general educational levels represented by the students observed? (advanced, average, below grade level, mixed)**

***How do the goals being observed support the district's standards/outcomes?**

***How does the teacher plan to engage the participants during this observation? How will we know that they are engaged?**

***What difficulties do participants typically experience in this area? What is the plan to address those difficulties?**