The Formal Observation Cycle

**Pre-Observation Conference**
Within 1-2 days prior to observation

**Observation**

**Post-Observation Conference**
Within 1 week after observation

**Follow-Up Walk-through Observation**
Within 2 weeks after post conference

**Teacher Actions**

**Review**
- Lesson Plans
- Completed pre-observation record

**Ask**
clarity questions

**Complete**
selected scripting of lesson

**Key Questions:** What are students learning? What is the evidence for this learning?

**Reflect**
- Organize notes
- Review artifacts and records

**Give**
concrete next steps

**Observe**
if next steps have been implemented

**Submit**
- Lesson plan
- Completed pre-observation records
- Artifacts

**Provide**
background information

**Explain**
lesson in more detail

**Submit**
- Additional artifacts if applicable

**Discuss**
and reflect on lesson

**Implement**
next steps/targeted Professional Development