



## Pre-Observation Conference Record

Teacher Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_

School \_\_\_\_\_ Evaluation Year \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Inquiries	Notes
<p>1. Describe the lesson that will be observed.</p> <ul style="list-style-type: none"><li>• What have you or will you have done instructionally with students in the days prior to the observation?</li></ul>	
<p>2. Describe the population of the class.</p>	

## Pre-Observation Conference Record

3. What will be observed?

4. What instructional methods will be used?

## Pre-Observation Conference Record

5. What would you like to be highlighted in this lesson?

6. What do you believe to be any areas of concern?