

**City of Waterbury
Department of Education**

**FORMAL EVALUATION PHASE (NON TENURED)
Pre Conference Form**

Evaluatee: _____	School: _____
Evaluator: _____	Department: _____
Date: _____	Tenure: Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] BEST [<input type="checkbox"/>]

The purpose of this form is to provide the observer with helpful and specific information about your class and the lesson that you are to present. Please complete as much of this form as you think is necessary to make a helpful observation, and please have it with you at your pre observation conference. Make any attachments necessary to this form that you believe helpful to the observation. Thank you!

- 1.) List the instructional objectives for this lesson.

- 2.) Explain how today's instructional objectives fit into the curriculum competencies.

- 3.) How will you assess student learning during and after this lesson?

- 4.) Describe anything that you want the observer to know about this class that you believe is important background information (i.e. individual students, the class as a whole, recent class events, curriculum issues, special needs, etc.).

- 5.) List any particular things or individual students on which you want specific feedback during this observation.

_____ Signature indicates agreement	Evaluatee _____
_____ Signed with objection (See Report Form)	Evaluator _____
	Date _____