



Pre-Observation Conference Record

Teacher: _____

School: _____

Grade/Subject: _____

School Year: _____

Conference Date: _____

Evaluator: _____

Inquiries	Notes
1. Describe the lesson that will be observed. <ul style="list-style-type: none">• The minimum length for an observation is 20 minutes. Would you like me to stay longer based on the lesson you have planned?• What have/will you have done instructionally with students in the days prior to the observation?	
2. Describe the population of the class.	
3. What will be observed?	

4. What instructional methods will be used?	
5. What would you like to be highlighted in this lesson?	
6. What do you believe to be any areas of concern?	