

Formal Observation Timeline

STEPS PRIOR TO PRE-CONFERENCE

1. Evaluator schedules Pre-conference and Observation (a minimum of 7 days before preconference)
2. Teacher submits lesson plan electronically and can prepare preconference meeting notes, which may be submitted ahead of time as well (a minimum of 3 days before preconference)

Within 6
days, when
practicable

PRE-CONFERENCE DATE: _____

OBSERVATION DATE: _____

STEPS FOLLOWING OBSERVATION

1. Teacher submits reflection and any supporting artifacts for lesson (within 3 days after observation)
2. Evaluator schedules Post-conference (within 7 days after reflection)

POST-CONFERENCE DATE: _____

STEPS FOLLOWING POST-CONFERENCE

1. Evaluator assigns evidence to specific indicators in OASYS (within 7 days following post-conference)
2. Teacher can respond with additional evidence, if desired (within 12 days following post-conference)

If your first observation is a formal observation, your unannounced observation cannot begin until the postconference meeting is completed. The unannounced observation cycle begins with the unannounced observation.

Unannounced Observation Timeline

OBSERVATION DATE: _____

STEPS FOLLOWING OBSERVATION

1. Teacher submits reflection and any supporting artifacts for lesson (within 3 days after observation)

2. Evaluator schedules Post-conference (within 7 days after reflection)

POST-CONFERENCE DATE: _____

STEPS FOLLOWING POST-CONFERENCE

1. Evaluator assigns evidence to specific indicators in OASYS (within 7 days following post-conference)
2. Teacher can respond with additional evidence, if desired (within 12 days following post-conference)

If your first observation is an unannounced observation, your formal observation process cannot begin until the postconference meeting is completed. The formal observation process starts 7 days before the scheduled preconference.