**CAMDEN CITY SCHOOLS**

**PRE-CONFERENCE OBSERVATION FORM**

**Child Study Team Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discipline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-conference questions:**

1. Briefly describe your interactions with students, staff, parents, and or administrators leading up to and during the observation period?

2. In planning and preparing for your meeting or session to which part(s) of code did you refer in order to ensure compliance?

3. Please answer the following:

|  |  |
| --- | --- |
| How many students are currently on your caseload? |  |
| How many students on your caseload are currently out of compliance? |  |
| How many evaluations have you completed in the past 60 days? |  |
| How many initial referrals have you received in the past 60 days? |  |
| How many services have you provided in the past 60 days (speech, couseling, etc.) |  |

4. What documents or records do you review before an initial planning or reevaluation planning meeting?

5. Is there anything the observer needs to be aware of about this meeting/session?