**Classroom Visit Preparation Worksheet**

**Teacher Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Pre-Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Lesson Type** (circle one)

| Reading Readiness and Phonics | Shared reading | Read aloud | Writing time | Small groups with stations |
| --- | --- | --- | --- | --- |

**Lesson Reflection Rubric Selected** (circle one)

| General  | Reading Readiness and Phonics |
| --- | --- |

1. **Pre-visit meeting with the teacher**
	* Decide which lesson to observe
	* What are the teacher’s goals or needs?
	* What do you want me to focus my attention on while I observe?
	* Give the teacher a copy of the rubric to complete prior to the debrief session.
2. **Visit**
	* Write in the Notes column. Include examples observed during the lesson.
3. **Post-visit debrief with the teacher**  Date and Time:
	* Prepare for the conversation by considering the following questions.
		+ *Plan to start with the teacher’s thoughts and notes on the rubric.*
		+ *How will you begin your coaching session with the teacher?*
		+ *What will you highlight first?*
		+ *Summarize the 3 strengths of the lesson (be specific).*
		+ *What were the specific moves the teacher made for the lesson to be successful?* (Be ready to note the examples you recorded of successful implementation including the details you noticed.)
		+ *How effective was the teacher in meeting his/her goal? How do you know?* (Be ready to note the examples you recorded of successful implementation including the details you noticed.)
		+ *What were the concept(s) that you think your teacher wanted the students to learn?*
		+ *What do you think the teacher could do differently if s/he taught this lesson again?*
		+ *What did the evidence (teacher actions/responses, student action/responses, student engagement, student work, student conversations, etc.) tell you about student learning?*
		+ *How will you make that evident to the teacher?*

**Stems for sharing classroom visits, teacher strengths or positive feedback**

* *I saw you… this is effective/sound practice because…*
* *I noticed…*
* *I noticed that when you said/did… the students said/did*
* *The lesson was focused today because…*

**Stems for providing constructive feedback and making suggestions**

* *Here is something you could try…*
* *You might try (saying)… doing…*
* *An approach that has worked for me…*