

## Principal Pre-Observation Checklist SY15-16

The principal gathers the following documents and provides them to the superintendent before the superintendent observes the principal providing instructional feedback during a teacher's post-observation conference.

- \_\_\_\_\_ 1. A copy of the signed teacher observation consent form which will allow the superintendent to observe the teacher post-observation feedback session that you will deliver.
  
- \_\_\_\_\_ 2. A copy of the following completed teacher forms for any teacher:
  - Teacher Pre-observation Form SY 15-16
  - Principal observation notes
  - Teacher Observation Danielson Framework for Teaching SY15-16 form
  - Teacher Post-observation Reflection Form SY15-16 that has been saved in TalentEd (Save Progress, not Save & Submit)