**Pre-Conference Agenda and Meeting Notes**

(Not to be submitted by teacher. This form is used by the teacher in preparation for the Pre-Conference and the evaluator’s use to keep meeting notes during the Pre-Conference.)

Both evaluator and teacher should review the following questions prior to the Pre-Conference. For the teacher, the “preview” will spur more informed preparation of the lesson plan and other artifacts, and set the stage for what to expect during the pre-conference. For the evaluator, the questions help to frame the range of evidence one might expect to collect through the review of the lesson plan, other artifacts of teacher practice, and in conversation with the teacher

being evaluated.

 Identify the curriculum standards to be taught and how they connect to other standards

within or outside of the discipline.

 How has student achievement data informed your instruction, and how does this lesson

specifically address the needs identified from a review of the data?

 What do you want students to learn as a result of this lesson?

 How will you know if students are learning the expected outcome?

 How do you plan to cognitively engage students in the content? What will you do? What will the students do?

 How will differentiation be used to meet student needs?

 What assessments will be used?

 How will you use the results of assessment to adjust instruction?

 On what areas would you like specific feedback?

Grade Level/Subject Taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_