

**Pre-Conference Form for Formal Classroom Observation  
(To Be Filled Out During Pre-Conference)**

Professional Employee \_\_\_\_\_ Grade/Subject \_\_\_\_\_

Date of Lesson \_\_\_\_\_

Time of Observation \_\_\_\_\_

**Goal(s) of Lesson:**

(Observer should note the Core Standards to be addressed in one or more of the following areas:)

**Planning and Preparation - List standard(s)**

**Classroom Environment – List standard(s)**

**Instruction – List standard(s)**

**Please observe and provide feedback specifically on:**

**Unusual characteristics or circumstances the observer should be aware of:**

Professional Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Observer's/Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Attachments included