**PRE-OBSERVATION CONFERENCE   
FRAMEWORK FOR PC - CONFERENCE REPORTS**

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| **Name of Teacher:** |  | **Conference date:** |  |
| **Name of observer:** | **Todd Howard** | **Grade level:** |  |
| **Observer’s position:** | **Principal** | **Subject:** |  |
| **School:** | **SHES** | **Observation type:** | **Formal** |

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| **Questions for discussion:** |
| 1. Briefly describe the students in the class, including those with special needs. |
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| 1. What are your goals for this lesson? What do you want your students to learn? |
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| 1. To which of your curriculum content standards do these goals relate? |
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| 1. How does this learning “fit” into the sequence of learning for this class? |
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| 1. How will you engage the students in the learning? What will you do? What will the students do? Will the students work in groups, or individually, or as a large group? |
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| 1. What materials or resources will you use in this lesson? |
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| 1. How and when will you know whether the students have learned what you intend? |
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