OPGES PRE-OBSERVATION and/or SITE VISIT DOCUMENT



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| **Teacher** |  |
| **Employee ID#** |  |
| **School** |  |
| **Professional Role** |  |
| **Observer** |  |
| **Date of Conference** |  |

**Preconference (Planning Conference)**

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| **Questions for Discussion:** | **Notes:** |
| Please indicate **OBSERVATION** or **SITE VISIT**.  If **SITE VISIT** is chosen, discuss questions that will be asked in advance. |  |
| Which domain(s) will be the focus of your observation and/or site visit?  If **SITE VISIT** is chosen, be sure to include questions that align to the domains you choose for the focus of the visit. |  |
| How does the activity being observed or discussed fit into your role as an educational professional? |  |
| Briefly describe the students you serve and how your work impacts student learning. |  |
| **OBSERVATION ONLY**: 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? |  |
| **OBSERVATION ONLY**: What are your learning targets for this lesson? How will you know whether or not students have achieved the learning targets? |  |
| **SITE VISIT ONLY:** Are there any documents or artifacts that we will be reviewing during the site visit? Please briefly list and/or describe the artifacts and tell how the documents relate to the components of your Framework. |  |
| Is there anything that you would like me to specifically observe or focus on during the observation/site visit? |  |