**Pre-Observation Conference Form**

I cannot wait to visit and see all the exciting things you are doing in your class to ensure your student’s academic success. To help me prepare and make the most of our time together, please answer these questions and email the completed form before our pre-observation conference (werthky@richmond.k12.ga.us).

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| **Teacher’s Name:** | **Grade Level/Curriculum Area Observed:** |

**Bring a copy of your lesson plan to the pre-conference meeting **

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| **1. What will you be teaching and what content standard will it be addressing?** |
| * Standard(s) - * Learning Target(s) - |

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| **2. What actions or assignments will students do to show that they have met the learning target(s)?** |
| * Success Criteria - |

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| **3. What opening/closure activities are you planning that will allow students to demonstrate they are meeting**  **the learning target(s)?** |
| * Assessment - |

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| **4. Are there any common difficulties and/or misconceptions that you anticipate in teaching the lesson? If so, how will you address them?** |
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| **5. What types of varied learning needs are present in your classroom?** |
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| **How will you differentiate instruction for those students?** |
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| **6. Are there any specific areas for which you would like me to provide feedback?** |
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