

# Pre-Conference Template

Released June 2024

Evaluator:

Teacher:

Date:

## Conference Introduction/Greeting

### Greeting/Set the tone:

Thanks for taking the time to meet with me. I'm really looking forward to observing the lesson in your classroom on \_\_\_\_\_.

### Establish the length of the conference:

This conference should take us about \_\_\_\_\_.

### Review conference process and purpose:

We will

The purpose of this pre-conference is for you to have the opportunity to walk through your lesson plan, connect to any relevant student data or student work, and to provide a general idea of what to expect to happen during your lesson.

### Ask a general impression question:

**Examples:** How has recent student data (or student work) impacted planning for this lesson? Are there any specific indicators from the rubric you focused on as you planned for this lesson, perhaps a strength you are going to leverage or an area you are working to improve?

Please walk through the lesson.

**Possible general questions to ask during the pre-conference:**

How is this lesson connected to students' previous learning?

Where in the lesson will you employ differentiated supports and strategies to address the students' varying learning needs?

How did you decide on the instructional grouping arrangement for this lesson?

How will you and your students know they have mastered the objective by the end of the lesson? What will be evidence of this mastery?

We will use the student work from the lesson to guide the post-conference. What will be the criteria you will use to sort student work according to degree of mastery (exceeds/meets/approaching mastery)? How will you communicate/share these criteria with your students?

**Wrap up/Closure: Example:** Thank you! I'm looking forward to the lesson.