# Evidence Collection: Informal Observation Form

**(To be completed by Administrator during unannounced observation of short duration [up to 20 minutes]).**

**A copy is given to the teacher within two school days of the observation.**

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| **Domain 1: Planning and Preparation**  Knowledge of Content, Knowledge of Students, Instructional Outcomes, Resources, Coherent Instruction, Assessment Design | **Domain 2: Classroom Environment**  Respect/rapport, Culture for Learning, Management of Procedures, Management of Student Behavior, Organizing Physical Space |
| **Domain 4: Professional Responsibilities**  Reflection, Record-keeping, Communicating w/families, Participating in Learning Community, Growing Professionally, Professionalism | **Domain 3: Instruction**  Communicating w/Students, Questioning/discussion, Engagement, Assessment during Teaching, Flexibility/responsiveness |

**Name of teacher: Name of observer/date:**

**Conference requested (if checked)**