

Coaching Cycle

Coach Request to Teacher for Initiating the Coaching Cycle

Dear _____,

In an effort to improve my practices as the Reading Coach of our school, I am trying to begin the Coaching Cycle with each member of our instructional team. It is my goal to differentiate my work according to what is best for your students. I would like to sit down with you personally for about 20 minutes and create some goals together.

First, please choose an area from the Instructional Checklist in which you think your students may benefit from the Coaching Cycle and indicate that as your goal in the space below. Or, if you prefer, you can mark that you would rather have me choose an area for you based upon my observations.^f Second, please fill in three dates that you are available and the times during which we can confer. Then, return this form to me, and I will find a date and time that works for us both. Thank you for all of your hard work toward improving student success!

Sincerely,

Reading Coach

Date



Area in Which We Will Be Setting Goals:

☐

Teacher Choice:

☐

"Choose for me."

Your availability to meet with the Reading Coach... (20 minutes)

	<u>Date</u>	<u>Time</u>
1st Choice		at
2nd Choice		at
3rd Choice		at

^f Please know that the "Coaching Cycle" is separate from the principal's evaluation process and that information, observational notes, and conversations will be kept confidential between the Reading Coach and the Teacher.