

Formal Observation E-mail Template

This form to be completed by the Counselor/Social Worker and emailed to the Administrator at least 2 days prior to observation.

The goal of observation is to assist the Counselor/Social Workers in improving the Counselor/Social Worker's effectiveness, which in turn will improve student achievement and peer growth. Observations are designed to help Counselor/Social Workers be more reflective of their counseling/social work strategies in order to provide the best instruction for students.

Name: _____

Building: _____

Date of Observation: _____ **Time:** _____

Lesson/Activity Overview & Focus: (Please include any assessments and/or accommodations that might be observed, if applicable)

What to watch for in my counseling presentations: (area of improvement that Counselor/Social Worker would like the observer to focus on)

Meets Personal Professional Development Goals
(Check Box if applicable)

List goal(s):

Meets School Goals (Check Box if applicable)

List goal(s):