

**TEAch: Tools for Evaluating Achievement  
45 DAY POST-OBSERVATION CONFERENCE FORM**

<b>Teacher's Name</b>	<b>Observer's Name</b>	<b>Date of Formal Observation</b>	<b>Worksite</b>
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The teacher will reflect on the lesson that was taught and then answer the following questions *prior* to the post-observation conference. During the post-observation conference the administrator will listen to the teacher's response and share his/her own observations or suggestions in writing.

1. Describe how your students responded to the lesson you designed and taught.	<b>Administrator's Response</b>
2. What evidence do you have that indicates how many students have learned what you intended for them to learn? (Scope and Sequence Objectives)	<b>Administrator's Response</b>
3. What will you do for the students that did not learn what you expected?	<b>Administrator's Response</b>
4. What have you learned as a result of teaching this lesson?	<b>Administrator's Response</b>
<b>Teacher's Signature</b>	<b>Date of Post Conference</b>
<b>Observer's Signature</b>	