

# SASED Pre-Observation Conference Planning Form

\* To be completed by Teacher PRIOR to observation \*

Teacher \_\_\_\_\_ Program/School \_\_\_\_\_  
Grade/Class \_\_\_\_\_ Subject/Unit of Study \_\_\_\_\_  
Pre-Observation Conference Date \_\_\_\_\_ Observation # \_\_\_\_\_  
Observer \_\_\_\_\_ Scheduled Observation Date \_\_\_\_\_

1. **Learner Characteristics (1b)** (Describe students, general characteristics of the class, specific knowledge about individual students):
  
  
  
  
  
  
  
  
  
  
2. **Instructional Outcomes (1c)** (What do I expect students to learn from this lesson? State the instructional outcomes as goals that can be assessed. What are the curricular and IEP goals this lesson is based on? Are the outcomes adapted as necessary to meet individual needs? Do the outcomes reflect rigorous learning and curriculum standards – what are they?)
  
  
  
  
  
  
  
  
  
  
3. **Instructional Strategies (1a, 1d)** (What methods will be used to meet student needs? Were any pre-assessment activities used to determine student readiness? What instructional materials(curriculum based)or resources, if any, will you use?)
  
  
  
  
  
  
  
  
  
  
4. **Learning Activities (1e)** (How will students be engaged? What is the sequence of activity? How will you differentiate instruction? How is the knowledge of content, of student and resources used to design the learning experiences to align with instructional outcomes)
  
  
  
  
  
  
  
  
  
  
5. **Assessment (1f)** (How is the assessment aligned with the instructional goals? What are the criteria and standards that show evidence of student participation in the development? How is the assessment adapted for individual students? How will the results be used to plan future instruction?)