[](http://www.apsva.us/aps)

Pre-Observation Conference Record for   
Educational Specialists

Teacher: School:

Grade/Subject: School Year:

Conference Date: Evaluator:

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| Inquiries | Notes |
| 1. Describe the lesson or meeting that will be observed.  * What is the context of this lesson/meeting? * What are the objective(s) of the lesson/meeting? |  |
| 1. Describe the learners/participants that will be present at the lesson/meeting. |  |
| 1. What will be observed? |  |
| 1. What approaches/skills will be used? |  |
| 1. How are you going to know if you have met your objectives? |  |
| 1. What do you believe to be any areas of concern? |  |