Post-Conference Template Released June 2024

| **Name:                                                         Subject:                                               Date:** |
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| **CONFERENCE INTRODUCTION/GREETING** |
| * Greeting/set the tone.
* Establish the length of the conference.
* Review the process.
* Purpose is to reflect on the lesson observed and to focus on instructional best practices and student learning. We will reflect on a strength of the lesson observed (area of reinforcement). We will then identify an area of refinement to strengthen, an area that has the potential to significantly impact student learning.
* Ask a general question. (e.g., “Based on your student work analysis, how do you think the lesson went?”)
* Analyze student work samples with the teacher to identify strengths.
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| **REINFORCEMENT PLAN:****Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)****By the end of the conference, the teacher will <insert “reflect on” or “explain” action verb> <insert indicator label and specific language from the descriptor of focus>.* |
| **Questions for Teacher Reflection:***(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*1. Why is it important to…
2. How, in this lesson,…
 | **Evidence from Lesson that indicates support of student learning** *(at least 3 examples; can refer to specific work samples as well):***Student Evidence:****Teacher Evidence:** |
| **Transition to Refinement Question:** (e.g.,*“Based on your analysis of student work, if you could change one aspect of this lesson, what would it be and why?”)* |
| **REFINEMENT PLAN:****Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)****By the next observation, the teacher will <insert action verb such as “develop and implement a plan” or “communicate”> <insert indicator label and specific language from the descriptor of focus>.* |
| **Questions for Teacher Reflection:***(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*1. Why is it important…
2. How, in this lesson,…
 | **Evidence from lesson that indicates support of student learning** *(at least 3 examples; can refer to specific work samples as well):***Student Evidence:****Teacher Evidence:** |
| **Recommended Action**: *(Suggest a clear and relevant way to improve in the refinement area that can be applied to essentially any lesson.):* In the next lesson, consider…….**Guided Practice**: Think about an upcoming lesson. Describe how this recommended action might apply? |
| **CLOSING** |
| * Restate area of refinement and reinforcement
* *What’s one positive you’ll walk away with today?*
* Share ratings
* Sign documentation
* Closing statement
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