

NPS Announced Observation Feedback Form

Educator—Name: _____

Observer—Name: _____

Class/Subject: _____ Grade/Level: _____

Date and Time of Pre-Observation Conference: _____

Date, Time and Duration of Observation: _____

Date and Time of Post-Observation Conversation: _____

The Write-Up:

- A write-up of an announced observation does provide more detail and specificity about what was observed than the write-up of an unannounced observation.
- The write-up must be written after the post-observation conference, which occurs within 10 school days of the conversation. The write-up should be delivered (electronically) soon after the conversation, within 10 school days.
- All feedback written in the write-up must have been discussed in the post-observation conference.
- The write-up serves as evidence for the evaluation.

Summary of the Post-Observation Conversation

Describe current level of progress and feedback for improvement.

The educator shall have the opportunity to respond in writing as per [603 CMR 35.06\(5\)\(c\)](#) on the Educator Response Form.

Signature of Evaluator _____ Date Completed: _____

Signature of Educator* _____ Date Received: _____

* Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. Educators have the opportunity to respond to this report in writing and may use the Educator Response Form.