

# NPS Unannounced Observation Conversation Record Form

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Educator—Name: \_\_\_\_\_

Observer—Name: \_\_\_\_\_

Class/Subject: \_\_\_\_\_ Grade/Level: \_\_\_\_\_

Date, Time and Duration of Observation: \_\_\_\_\_

Date and Time of Post-Observation Conversation: \_\_\_\_\_

## The Write-Up of the Conversation:

- This is a brief summary of the conversation; it is a record that the conversation occurred, and should reflect the perspective of both educator and evaluator.
- While there are references to parts of the lesson discussed in the conversation, it is not a re-cap of the observation itself.
- The write-up must be written after the conversation. The write-up should be delivered (electronically) soon after the conversation.
- The write-up may take the form of a bulleted list (see exemplars.)
- The write-up serves as evidence for the evaluation.

Write-Up of the Conversation

**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.