**Additional Evaluator Notes (please attach more pages, as necessary):**

**Lisa’s Suggestions:**

* Always start by reminding teachers of the schools beliefs about how students learn and your instructional focus. Then connect your feedback to the evidence from the observation and how students learn and the school’s instructional focus. This is going to give any evaluator evidence of personalized feedback related to the school’s goals and beliefs.
* End the form by stating when you expect to see the recommendations implemented so teachers know you plan to follow up.
* Before your next observation of this teacher, read your previous recommendations and look specifically to see if they were implemented.
* There is nowhere on the form to indicate the school, you might want to find a way to do that under your signature
* Our website has the forms converted to Word so you can type in them. Rumor has it that the Advance computer system for entering observations, will print what you type in onto a form that looks like this form, so you will not need to do the work twice—just enter it into Advance and print. Until it is up and running, however, you should type observations into this Evaluator From 2.

**Sample:**

**Additional Evaluator Notes (please attach more pages, as necessary):**

*As you know, our school believes that students learn best by….*

*This year our school-wide instructional focus is …*

*Based on our beliefs around how students learn best and our school’s instructional focus and the evidence presented and rated on the previous pages, I have the following commendations and recommendations about your teaching practice:*

*Commendations: (Approximately 2)*

*Recommendations: (No more than 3, unless absolutely necessary)*

*I look forward to seeing you implement the recommendations I have made by next week. If you need additional support, please set up an appointment to meet with me in the next few days.*

Evaluator’s signature:

Date

Evaluator’s name (print):

Teacher’s signature:

*(acknowledging receipt)*

Date