

Optional Note-Taker for After the Visit

This Note-Taker may be completed by both the Host Teacher and Visiting Teacher(s).

Part 1: Independent Reflection *(to complete before the discussion of the lesson)*

Plan for a collaborative conversation that maximizes your time:

Relevant evidence from the lesson (refer to low-inference notes and student work)	Connections to the <i>Framework for Teaching</i> components and the Host Teacher’s professional learning goal(s)

Which two to three components would you like to discuss during the post-visit conversation that most relate to the collected evidence and the professional learning goal(s)?

Are there any questions you'd like to bring to the conversation?

Part 2: Paired or Group Professional Conversation about the Lesson

(30-40 minutes)

Which two to three components do all participants agree to focus on during the discussion of the lesson that most relate to the collected evidence and the professional learning goal(s)? (2 minutes)

Review the collected evidence and make connections to the components selected for discussion with the Host Teacher initiating the conversation: (15-20 minutes)

Relevant evidence from the lesson	Connections to the <i>Framework for Teaching</i> components and the Host Teacher's focus

Summarize the evidence, including connections made to selected components, highlighting areas of strength and areas for growth [the Host Teacher initiates (5 minutes), the Visiting Teacher(s) confirm or add on (3-5 minutes)]:

Brainstorm next steps that include a clear timeline of the actions that will lead to the Host Teacher's identified goals¹⁰: (3-5 minutes)

How will the Host Teacher monitor progress and analyze the success of these next steps? What resources might he/she need? Who could he/she reach out to for this support? (2-3 minutes)

¹⁰ Teachers may want to use the [Sample Teacher Professional Learning Plan](#) on page 97 or the [Sample Professional Learning Peer Support](#) template on page 98 of the [Handbook for Professional Learning](#) for planning these next steps.