

# Tool 2: Information Collection Form

Use Tool 2 to collect and record observation evidence during the instructional feedback conference (or “postobservation” conference). The multiple forms in Tool 2 provide a minimum level of observation documentation. In addition, you may choose to video record the conference as an additional method for capturing evidence.

## 2.1 Notes About the Observation Context

**Instructions:** Please provide a brief description of the observation context. Respond to the “Questions for Consideration” if relevant. Enter your comments in the box on the right.

Principal name:			
School name:			
Observer name:			
Date:		Observation #:	
Start time:		End time:	

### Questions for Consideration

- *Who attended the instructional feedback conference you observed?*
- *Why was the observation conducted (e.g., principal’s formal or informal assessment)?*
- *Describe any environmental characteristics that influenced the observation session and/or the principal’s performance.*

Notes About the Observation Context

2.2 Running Record of the Postobservation Conference

*Instructions:* Record the principal and teacher’s words and actions and any artifacts or materials used during the observation session. Recording the teacher’s responses helps to document the principal’s responsiveness, the pacing and balance of the conversation, and any evidence and interpretations the teacher shares. Note how the teacher and principal interact with the materials (e.g., observation notes, feedback forms, teacher-provided evidence).

Running Record (p. 1)

Principal says...	Teacher says...

Evidence Use

Professional Interactions

Differentiated Questioning

Leading Conversations

Written Feedback

## Running Record (p. 2)

Principal says...

Teacher says...

Evidence Use

Professional  
Interactions

Differentiated  
Questioning

Leading  
Conversations

Written  
Feedback

## Running Record (p. 3)

Principal says...

Teacher says...

Evidence Use

Professional  
Interactions

Differentiated  
Questioning

Leading  
Conversations

Written  
Feedback

## Running Record (p. 4)

Principal says...

Teacher says...

Evidence Use

Professional  
Interactions

Differentiated  
Questioning

Leading  
Conversations

Written  
Feedback

## 2.3 Notes About the Outcomes of the Postobservation Conference

**Instructions:** Please describe the outcomes of this postobservation conference and the principal's performance. Respond to the "Questions for Consideration" if relevant.

### Questions for Consideration

- *Were action steps identified for the teacher to improve his or her performance?*
- *What was the tone of the postobservation conference?*
- *Following the conference, was additional action taken by the principal?*
- *Did the principal plan a follow-up conference for additional performance feedback with the teacher?*
- *Did the principal help develop trust and a collaborative relationship with the teacher?*
- *Please describe any other relevant outcomes.*

### Notes About the Outcomes of the Observation Session

