

Date:

Dear \_\_\_\_\_:  
Teacher's name

I will be coming to observe your class on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date Time Time

The purpose of this observation is to help you do the best job possible. It will not in any way be used as a formal evaluation of your teaching. I will be taking notes during the observation so that I can give you specific feedback and suggestions. I will be using the attached "Indicators of Good Teaching" to organize my notes and my feedback to you.

I know you will want the observation to be a positive experience for the students. Please assure them that I am looking forward to seeing the teaching and learning going on in your class at first hand. When I arrive it would be helpful if, after briefly introducing myself, I can "fade into the background." Please do not expect me to take an active role in class proceedings.

Please return a completed "*Request for Background Information*" before the observation. This will help me prepare to observe in your class and make the observation as useful as possible to us both.

**On the day of the observation, please have ready for me a copy of your plans for that day's class. Please include (1) brief notes about how you decided what to teach: activities, materials, etc. (e.g. learners' goals, needs revealed by test scores), and (2) a description of what you expect the learners will know/be able to do as a result of this class.**

Thank you!

\_\_\_\_\_  
Observer's name