### Conference Log - Activity

**Educator:** __________________________**Current Educator Plan:** __________________________

**Evaluator:** __________________________**Date of Observation:** __________________________

*Boxes 1-3 completed by educator prior to post-observation conference; use a few bullets to record your ideas/thoughts in each box. **Box 4 completed by educator and evaluator during post-observation conference, which is to be held within three (3) school days and scheduled at a mutually agreed upon time. (Observation notes can be included.)*

**Sequence of Activities:** (1) observation, (2) conference, (3) feedback

1. What were the focus and/or goals for the activity in which the observation took place and how did this activity support student growth/understanding?

2. How will student growth/understanding be assessed (e.g. issue resolved, follow-up with student/educator/parent, data collection, official documentation, etc.)?

3. What happened before and/or after this observation that will improve the evaluator’s understanding of this activity?

4. Conference discussion notes to be completed by educator with evaluator’s input:

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**Educator’s Initials:** __________  **Evaluator’s Initials:** __________  **Date:** __________  **Follow-up Date (if applicable):** __________

*After post-observation conference, educator provides evaluator with a copy of this conference log.*