## Conference Notes (Teacher)

The Conference Notes below and intended for teacher use during post-observation conferences. They are intended to help teachers capture key takeaways from these conferences and ensure that teachers and evaluators have a shared understanding of next steps.

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| --- | --- |
| Date |  |
| Observation Type |  |
| Evaluator Name |  |
| Areas of Strength | |
|  | |
| Areas for Growth | |
|  | |
| Action Steps | |
| 1.  2.  3. | |
| Deliverables / Timeline for Action Steps | |
|  | |