

OPTIONAL - Informal Observation/Walkthrough Form (PDF Version)

**Purpose:** This form is to be used by principals/evaluators as a tool for conducting informal classroom observations/walkthroughs in line with the Danielson Framework for Teaching (FFT).

**Evaluators:** Please refer to *The Framework for Teaching: A Guide for Reflection, Observation, and Conversation* on the Principal Portal for descriptions of components and ratings for each observation rubric.

**To be completed by evaluator:**

**TEACHER NAME, POSITION/TITLE**

**EVALUATOR NAME, POSITION/TITLE**

**GRADE LEVEL AND CURRICULUM AREA OBSERVED**

**DATE OF INFORMAL OBSERVATION/WALKTHROUGH**

DOMAIN 2: LEARNING ENVIRONMENTS		
COMPONENT	RATING	NOTES (OPTIONAL)
<b>2A:</b> Cultivating Respectful and Affirming Environments	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>2B:</b> Fostering a Culture for Learning	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>2C:</b> Maintaining Purposeful Environments	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>2D:</b> Supporting Positive Student Behavior	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>2E:</b> Organizing Spaces for Learning	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	

DOMAIN 3: LEARNING EXPERIENCES		
COMPONENT	RATING	NOTES (OPTIONAL)
<b>3A:</b> Communicating About Purpose and Content	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>3B:</b> Using Questioning and Discussion Techniques	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>3C:</b> Maintaining Purposeful Environments	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>3D:</b> Using Assessment for Learning	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	
<b>3E:</b> Responding Flexibly to Student Needs	<input type="checkbox"/> Distinguished <input type="checkbox"/> Proficient <input type="checkbox"/> Basic <input type="checkbox"/> Unsatisfactory	

PRINCIPAL/EVALUATOR COMMENTS

\_\_\_\_\_  
**TEACHER/STAFF NAME (PRINT OR TYPED)**

\_\_\_\_\_  
**PRINCIPAL NAME (PRINT OR TYPED)**

\_\_\_\_\_  
**TEACHER/STAFF SIGNATURE AND DATE**

\_\_\_\_\_  
**PRINCIPAL SIGNATURE AND DATE**

**Distribution:** One copy to Employee, one copy to Supervisor, and original copy to Employee File.