

Classroom Visit Checklist Guided By: *The Annenberg Institute's Classroom Visit Process:*

Before the Visit

- Host requests a visit

- Host and Visitor establish what is to be expected of the visit.
 - The Visitor will take notes
 - The Visitor will focus on a certain area of the Host's practice or Danielson Domain

- Visitor and Host establish time and place for the debrief (24-48 hours after the visit)

- Visitor sends a pre-visit email

- Tools are attached to the email

- Establishes time and place of the visit

- Reviews purpose of the visit and debrief

During the visit

- Visit lasts 15-20 minutes

- Visitor takes Low Inference notes of what they see and hear

- Times are included in the Low Inference notes at intervals

After the Visit

- Visitor shares notes taken during the visit, allowing sufficient time for both parties to read through and reflect on the notes

- Visitor allows Host to speak first, sharing their initial thoughts about the lesson. What went well and what didn't.

- Visitor shares the collaborative debrief tool, IS/SO Protocol (or something similar).

- Visitor and Host both identify low inferences noticings (things that were said or done) that relate to the area of focus for the visit. (The Danielson Framework should be the grounding document for this discussion)

- Visitor does NOT rate the Host

- Visitor and Host discuss what implications this evidence might have for future practice.

- Observer and Host establish next steps for their practice

- Both Visitor and Host end the meeting by sharing what they have learned from the inter-visitation.