

**Formative Feedback Form for Teachers**  
**(Components One, Two, and Three)**

**Teacher:**

**Evaluator:**

**School:**

**Grade:**

**Subject:**

**Date and Time of Observation:**

**Date of Conference:**

**Observation Type:**    **Announced**

**Unannounced**

**Description of Lesson:**

**Component One: Planning and Preparation**

**Narrative:**

**Component Two: Classroom Environment**

**Narrative:**

### **Component Three: Instruction**

**Narrative:**

**Commendations/Recommended Area(s) of Growth**

**The teacher and evaluator shall sign the Formative Feedback form to indicate that the lesson has been reviewed and discussed, not that the teacher necessarily agrees with the observation or comments on this form.**

**Teacher's Signature:**

**Date:**

**Evaluator's Signature:**

**Date:**

If the teacher disagrees with any feedback on this form, the teacher may provide information in writing to the evaluator within fifteen (15) working days of the receipt of this form. The teacher may request a second conference with the evaluator to discuss concerns. Any additional information will become part of the appraisal record.