Required Observation Forms:

- Observation forms for each of the four observations (including a blank form to be used as needed for additional observations).
    - Announced Observation #1 Form
    - Unannounced Observation #1 Form
    - Announced Observation #2 Form
    - Unannounced Observation #2 Form
    - Blank Observation Form

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Observation Form

Pre-Observation Conference							
Observation Details							
Date:				Time (start/end):			
Content Topic/Lesson Objective:							
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

Element	Evidence
1.A.4	
1.B.2	
2.A.3	
2.B.1	
2.D.2	
4.A.1	

Focused Feedback	
Reinforcement Area/Action: *(strengths)*	
Refinement Area/Action: *(areas for improvement)*	

CAP Observation Form: Announced Observation #1

What:	**Observation # 1**	How:	**Announced**
Who:	Program Supervisor & Supervising Practitioner		
Focus Elements:	1.A.4 Well-Structured Lessons; 2.D.2 High Expectations *Note: As this is the first observation, assessors should attempt to collect evidence for all elements in order to provide a baseline for future observations*		

Pre-Observation Conference

Observation Details							
Date:				Time (start/end):			
Content Topic/Lesson Objective:							
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

Element*	**Evidence****
1.A.4*	
1.B.2	
2.A.3	
2.B.1	
2.D.2*	
4.A.1	

Focused Feedback	
Reinforcement Area/Action: *(strengths)*	
Refinement Area/Action: *(areas for improvement)*	

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

CAP Observation Form: Unannounced Observation #1

What:	**Observation # 1**	How:	**Unannounced**
Who:	Supervising Practitioner		
Focus Elements:	1.A.4: Well Structured Lessons; 2.B.1: Safe Learning Environment		

Observation Details							
Date:				Time (start/end):			
Content Topic/Lesson Objective:							
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

Element*	**Evidence****
1.A.4*	
1.B.2	
2.A.3	
2.B.1*	
2.D.2	
4.A.1	

Focused Feedback	
Reinforcement Area/Action: *(strengths)*	
Refinement Area/Action: *(areas for improvement)*	

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

CAP Observation Form: Announced Observation #2

What:	**Observation # 2**	How:	**Announced**
Who:	Program Supervisor		
Focus Elements:	1.B.2: Adjustments to Practice; 2.A.3: Meeting Diverse Needs		

Pre-Observation Conference

Observation Details							
Date:				Time (start/end):			
Content Topic/Lesson Objective:							
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

Element*	**Evidence****
1.A.4	
1.B.2*	
2.A.3*	
2.B.1	
2.D.2	
4.A.1	

Focused Feedback	
Reinforcement Area/Action: *(strengths)*	
Refinement Area/Action: *(areas for improvement)*	

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

Observation Form: Unannounced Observation #2

What:	**Observation # 2**	How:	**Unannounced**
Who:	Supervising Practitioner & Program Supervisor		
Focus Elements:	1.B.2: Adjustment to Practice & Others as identified during the Formative Assessment		

Observation Details							
Date:				Time (start/end):			
Content Topic/Lesson Objective:							
☐	Whole Group	☐	Small Group	☐	One-on-One	☐	Other

Active Evidence Collection occurred during the observation and is synthesized and categorized below.

Element*	**Evidence****
1.A.4	
1.B.2*	
2.A.3	
2.B.1	
2.D.2	
4.A.1	

Focused Feedback	
Reinforcement Area/Action: *(strengths)*	
Refinement Area/Action: *(areas for improvement)*	

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*

** Observations must collect and document evidence for at least the focus elements. Focus elements are highlighted.*

*** Evidence included is indicative of performance relative to each element. It may include evidence that demonstrates one or more of the dimensions (quality, consistency, scope) of an element are being met or that performance is not yet at the expected threshold.*