

# Observation Cycle Record Checklist

Self-reflection completed by:

Feedback provided by:

Date:

Use this tool to self-reflect and/or provide feedback on a finalized SOEI Observation Cycle Record

	Criteria	Evident	Not Evident
Student learning was best when...	• Area(s) of strength are included		
	• Area(s) of strength reference the observation		
	• Area(s) of strength are labeled with an element number		
Student learning could be even better if...	• Area(s) of growth are included		
	• Area(s) of growth reference the observation		
	• Area(s) of growth are labeled with an element number		
Follow-Up Provisions and Next Steps	• Next Steps are included		
	• Next Steps include teacher actions		
	• Next Steps include observer actions		
	• Next Steps include a timeline		
	• Next steps are aligned to area(s) of strength		
	• Next steps are aligned to area(s) of growth		
Formatting	• The number of areas of growth does not exceed the number of areas of strength		
	• The cycle record is a clear and usable document for the teacher and observer to reference		
Connection to Post-Conversation	• The cycle record reflects the results of the post conversation		
	• The cycle record has evidence of teacher and observer input		

The Observation Cycle Record was best when...	The Observation Cycle Record could be even better if...
Follow Up/Next Steps:	