



Team Walk-Through Planning Checklist

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- Form Walk-Through Team**
 - Determine Outcomes/Logistics of Team Walk-Through**
 - Communicate Outcomes and Logistics with Team**
 - Prepare Walk-Through Packets**
 - a. LEA Visitation Form
 - b. Observation Subgroups and Schedule
 - c. Student Achievement Data/Growth Reports
 - d. Customized Observation Sheets
 - e. Support Documents/Information for Criteria Calibration
 - f. Debrief and Action Steps Worksheets
 - g. Additional Support Information (as necessary)
 - i. Site/grade level action plans
 - ii. Copies of lessons to be observed/ additional T.E.s
 - iii. Map of school
 - iv. Findings from past walk-throughs/monitoring efforts
 - v. Other: _____
 - Communicate Outcomes/Observation Criteria with Teachers**
 - Gather Meeting Materials**
 - a. Writing/Table Supplies
 - b. Post-It Charts and Markers
 - c. Refreshments/Water
 - d. Debrief Charts in Poster Form (optional)
 - e. Other: _____
 - Prepare Meeting Room**
 - a. Small and Large Group Discussions
 - b. Data/Information Charting