

Observation Protocol of Grade Level or Team Meetings

Provide a one or two page descriptive narrative of the meeting. Include the following information, as available:

- The stated purpose of the meeting
- Number of participants expected, present; number late to meeting; absent
- The actual start and end times of the meeting
- Materials distributed at the meeting
- Describe how participants used data or student work.
- Was there a discussion of student assessment? If so, what was the nature of that discussion?
- Was there a discussion about programmatic student interventions (that is, interventions such as a student being referred to Reading Recovery)? If so, what was the nature of that discussion?
- Was there a discussion about instructional student interventions (that is, interventions such as putting a student in a smaller group in the class)? If so, what was the nature of that discussion?

A data collection form is included; use the back or additional sheets as needed.

Grade Level Meeting Data Collection Form

Grade Level	
School	
Date & Time	
Observer's Name	