

## Visiting Classrooms Planning Template

<b>Learning Goal for the Team:</b>	
<p><b>Step 1: Communicate with the team</b></p> <p>How will I introduce my visits to the team?            Will I send an email? Will I discuss it in a team meeting? How will I frame the visits?            How will I introduce myself to the students in the classroom?            How will I communicate about the visits to the administration?</p>	
<p><b>Step 2: Determine a focus for visits</b></p> <p>What is the focus of my visits?            What questions about student learning do I hope to answer from these visits?</p>	
<p><b>Step 3: Collect data</b></p> <p>How will I collect data?            What types of data will I record?            What tool will I use to take notes?</p>	
<p><b>Step 4: Analyze data</b></p> <p>How will I analyze individual classroom data?            What questions will I ask as I review my notes?            How will I analyze data across classrooms? What questions will I ask as I review my notes?</p>	
<p><b>Step 5: Summarize and share</b></p> <p>How will I share the findings from my visit?            Who will I share them with?</p>	