

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE DIVISION**

**EVALUATION OF INSTRUCTIONAL PERSONNEL
OBSERVATION/CONFERENCE SHEET (OPTIONAL)**

To be completed by the evaluator and
reviewed with the evaluatee

Name _____
Last First Middle

Employee No. _____ Status _____

School/Office _____

Grade/Subject _____

Position _____

(Circle Conference Number) 1 2 3 4

OBSERVATIONS

CONFERENCE NOTES

Observations should be related to areas of evaluation indicated on the final evaluation report (i.e., achievement of instructional objectives, preparation and planning, classroom performance, and punctuality and attendance)

Evaluator's Signature

Position

Date