Coach Request Form - B

Coaching Cycle
Coach Request to Teacher for Debrief of Observation

Dear __________________________,

Teacher

I recently had the opportunity to informally observe your students and noticed that they may benefit from our work together in the Coaching Cycle. I would like to meet with you and debrief on this observation. Please fill in three choices for a date and time during which you are available to confer, and then return this form to me. Thank you for all of your hard work toward improving student success!

Sincerely,

________________________________________

Reading Coach

Your availability to meet with the Reading Coach...

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>1st Choice</td>
<td>at</td>
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<tr>
<td>2nd Choice</td>
<td>at</td>
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<tr>
<td>3rd Choice</td>
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Please know that the “Coaching Cycle” is separate from the principal’s evaluation process and that information, observational notes, and conversations will be kept confidential between the Reading Coach and the Teacher.

S. Underwood 2007