Coaching Cycle
Principal Request to Teacher for Scheduling Collaborative Work with Coach

Dear __________________________,

Teacher

I recently was observing in your classroom and noticed that your students may benefit from the Coaching Cycle. I would like you to meet with the Reading Coach and set goals for your classroom in the area that is indicated below. Please fill in three choices of a date and time during which you are available to confer, and then return this form to the Reading Coach. Thank you for all of your hard work toward improving student success!

Sincerely,

________________________________________
Principal Date

Area Observed / Goals to Be Set:
(Please explain the area of instruction and what type of assistance you would like the Reading Coach to provide.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Your availability to meet with the Reading Coach...

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td>at</td>
</tr>
<tr>
<td>2nd Choice</td>
<td>at</td>
</tr>
<tr>
<td>3rd Choice</td>
<td>at</td>
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</tbody>
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Received by Coach: Y

Please remember 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.

Y The original will be returned to the principal after the Coach initials the form, and the Coach will keep a copy for record-keeping purposes.