Coaching Cycle/
Teacher Request to Coach for Scheduling Collaborative Work

Dear ____________________________ ,

Reading Coach

I would like to request coaching and feedback in an area of my instruction and to collaborate with you in order to set some goals for my classroom. The area on which I would like to focus is indicated below along with three dates and times during which I am available to confer. Please let me know which of these dates will work for us to meet together.

Sincerely,

______________________________
Teacher Date

My 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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Area in Which I Would Like to Collaborate:
(Please explain the area of instruction and what type of assistance you would like the Reading Coach to provide.)

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

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.