



TEACHER OBSERVATION EMAIL TEMPLATES

Pre Teacher Observation

Use this template in an email to the teacher you plan to observe at least one week prior to the observation.

Hi [Teacher Name],

I'd like to schedule a time to observe your class in action. My goal for this observation is to offer support, help maintain consistency among LifeWise classrooms and see how God is using you to share the gospel with our students. Afterwards, we will schedule a time to review the observation, celebrate what God is doing in your classroom, and discuss how I can support you further in your role.

To help me prepare for this opportunity, please reply to this email with the following information:

- ◆ **Schedule Details:** Do you have any day and/or time preferences for me to observe a class?
- ◆ **Lesson Details:** What lesson will you be teaching? (Example: LWL 1 or SL 1)
- ◆ **Additional Details:** Are there any additional or unique details about your classroom or students that you would like me to know prior to the observation?

As you prepare for your observation, please take a few moments to review the [Teacher Observation Form](#) I'll be using to record my notes. Thank you for your faithful labor of love to our LifeWise students!

Post Teacher Observation

*Use this template in an email to the teacher after your observation **and** follow-up meeting. NOTE: If you have concerns about your teacher observation, please contact your Program Coach.*

Hi [Teacher Name],

Thanks again for the opportunity to observe you leading your classroom. In a spirit of program excellence and mindset of continuous growth, I want to review the things we talked about after I observed you teach.

[List all things that were praiseworthy from the observation here. Then, list any notes or action items that you talked to the teacher about in your post observation conversation.]

Thank you, [Teacher Name]! Because of your hard work and dedication to our LifeWise students, hearts are being transformed and lives being changed. Your impact is eternal!