



OBSERVATION FORM

Observe how teachers are collecting and using anecdotal records in the classroom.

- Are teachers using anecdotal records to collect child information about a variety of curriculum areas or domains?
- Are staff members receiving feedback on the quality of their record keeping?

Review staff anecdotal records on a regular basis. With the teacher's permission, add your own observations to the anecdotes being recorded—complete a note card on a clipboard, fill out a label, write out a sticky note, etc.

Use the checklist below to provide constructive feedback on strengths, as well as areas for improvement.

Date: _____ **Classroom:** _____ **Observer:** _____

| Ongoing Child Assessment | Comments | Observations and recommendations |
|---|----------|----------------------------------|
| When: Date and time included | | |
| Where: Setting included | | |
| Who: All relevant names included | | |
| What: Curriculum areas included | | |
| What: Factual, objective descriptions of what you and others saw and heard | | |