



## Walkthrough Planning Guide

School: \_\_\_\_\_

Date: \_\_\_\_\_

### Key Questions:

#### *Pre-Walkthrough Planning*

1. What is the purpose of the walk-through?
2. Who will participate in the walk-through?
3. Where will it take place? What School? Which Classrooms?
4. How will you inform and notify all relevant parties?
5. Who will train participants?
6. What tools (graphic organizers) will the participants need?

#### *During the Walkthrough*

7. At least two people should visit a classroom together
8. Spend enough time in each classroom to gather data
9. Look for evidence that supports – or not – the Focus Question (student work on display, work students are engaged in, student work in portfolios, teacher questions, student responses). If student work is not on display, what is on the classroom walls and display boards?
10. At least one observer needs to interact with students

#### *After the Walkthrough*

11. How will feedback be provided? Will the feedback be given to the principal only? Will feedback be provided to a school team? Will feedback be provided to all staff? Who will facilitate the feedback session?
12. Visitors need to provide both warm and cool feedback with concrete examples and evidence from the walkthrough.
13. Visitors need to phrase their comments in the form of a question
14. Visitors could provide suggestions for improvement



## Group Feedback Form for Walkthroughs

Date/Rooms Visited: \_\_\_\_\_

Team: \_\_\_\_\_  
\_\_\_\_\_

Focus Question: \_\_\_\_\_  
\_\_\_\_\_

### Feedback: Specific Evidence that Supports the Focus Question

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Feedback: Specific Evidence that Does Not Support the Focus Question

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Questions You Would Ask:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Individual Feedback Form for Walkthroughs

School: \_\_\_\_\_

Focus Question:

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Classroom #: \_\_\_\_\_ Subject: \_\_\_\_\_

**Supportive Evidence:**

**Non-Supportive Evidence:**

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Classroom #: \_\_\_\_\_ Subject: \_\_\_\_\_

**Supportive Evidence:**

**Non-Supportive Evidence:**