

ESSENTIAL ELEMENTS

TEMPLATE FOR SPECIFIC INCIDENT MEMORANDUM RELATED TO INSTRUCTION

Letterhead Stationery

Date

TO:
FROM:
RE:

[State the subject of the memo above in neutral terms, e.g., Classroom Observation on (date).]

Allegation and Investigation

This memorandum will formally communicate information gathered during my observation in your classroom on [Date] and discussed with you in our conference on [Date].

I observed from [Beginning Time] to [Ending Time]. You were conducting a lesson on

Findings of Fact

[Lesson Objective or Specific Content of Lesson] using [Activities, Strategies, Resources] with a group of [Number of Students] students.

The observation revealed the following information in the context of T-TESS, our district's assessment system. [State below the findings of fact from your observation/investigation/conference in objective terms - follow the Sgt. Joe Friday Rule: "Just the Facts." Avoid judgmental terms like "ineffective", "unprofessional", and "inappropriate." If there are a number of findings, use bulleted sentences to set them apart.]

Conclusions

Based on these data, I have concluded that you are not meeting the district's expectations of a proficient teacher as set forth in the Domains and Dimensions of T-TESS. These include: [State below the conclusions/judgments you have drawn, using the language of T-TESS or your appraisal system. When possible, cite the domain/dimension from which you selected the language.]

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Directives

In all future lessons you will plan and implement all lessons in such a way that:

*[Complete this sentence below by setting forth your directives for changes in teacher behavior, utilizing the formula Teacher Behavior + Linking Language + Student Behavior/Outcome found in Appendix C. You may also include remediation activities if you find the matter remediable, believe such activities would help the employee comply with the directives, and demonstrate your continuing support for the teacher.]*

Opportunity to Respond

I have received a copy of this memorandum. I understand that my signature does not necessarily indicate that I agree with its content. I further understand that I have a right to respond in writing within 10 days.

Dated Signature of Employee

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date