

**Edison Middle School
6901 Avenue I
Houston, TX 77011**

To: _____

From: ___George Martin, Principal
___Anetta Bauer, Dean of Instruction
___Jilliane Raphiel, Assistant Principal
___Denise Rios, Assistant Principal
___Denise Wischmeyer, Literacy Coach

Subject: _____

On _____ I observed the following:

- You standing by your door helping supervise.
- You attending a/an co-curricular/extra-curricular activity: _____
- You doing a great job with Advisory Period responsibilities
- A parent called to compliment you.
- A student complimented you.
- 5E Friendly Learning Environment/Classroom
- Student work posted
- Word Wall being utilized
- Student Charts/Data posted
- Your room looks great.
- I saw effective instruction taking place when I visited your room.
- Effective lesson plans.

- You did not sign () in () out on _____.
- You were late to work.
- Your class was left unsupervised.
- You were illegally parked.
- You did not attend a scheduled meeting.
- You failed to follow campus policy, administrative directive, or board policy.
- _____
- _____
- _____
- _____

If you have any questions, be sure to notify me within five (5) working days.

Cc: File
Primary Appraiser