Dear < >

Thank you for agreeing to host <School Name> in STAR Learning Walks and lesson planning. We are conducting STAR Learning Walks outside of the district to build confidence and trust within our team. We will not be evaluating your teachers. Instead, we will be observing instruction as a part of our own learning.

On the day of our visit, we will bring two groups of 4 to 6 teachers to your school. These groups will each use the STAR Classroom Observation Protocol® to observe three teachers. STAR Learning Walks help us learn to identify Powerful Teaching and Learning®, to dialogue with colleagues regarding our observations, to reflect on our own instructional practices, and to develop lesson plans that manifest the Essential Components of Powerful Teaching and Learning.

To coordinate this visit, we are asking to observe six teachers in a day, preferably in the core subject areas. The template below may help with scheduling. Please feel free to change the times to work around recess, lunch, and start and end of the school day. Please identify a place for us to meet between observations, such as a library or an empty office. Then, please send me the schedule so we can finalize our plans. Our team will arrive 30 minutes prior to the first observation.

We appreciate your assistance in working with <School Name>.

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| --- | --- | --- | --- |
| <School Name>Visitation  <Date> | | | |
| Time | Activity | Teacher / Grade / Subject | Location |
| 7:30 – 8:00 | Arrival & Orientation |  | Main Office |
| 8:00 – 8:30 | Observation | Mrs. Smith, grade 3 math | Rom 105 |
| 8:30 – 9:15 | Debrief |  | Conference Room |
| 9:15 – 9:45 | Observation | Mr. Beebe, grade 1 reading | Room 212 |
| 9:45 – 10:30 | Debrief |  | Conference Room |
| 10:30 – 11:00 | Observation | Mr. Johnson, grade 4 science | Room 111 |
| 11:00 – 11:45 | Debrief |  | Conference Room |
| 11:45 – 12:30 | Lunch |  |  |
| 12:30 – 2:30 | Lesson Planning |  | Home School |

Sincerely,

<Facilitator>