

## **PDE 430 Observation Supporting Evidence List**

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The following documentation will be collected by your FRP **before** you begin your lesson for the PDE 430 observation; it will be filed as evidence to support the observation.

### **Category I: Planning and Preparation**

- An instructional plan for a theory or demonstration lesson
  - Academic standards that are addressed in the lesson.
  - Accommodations/adaptations you make based on student needs and the students' IEPs.
  - Copy of any handouts you provided to students during the lesson.
- Evaluation instrument for the lesson (written test or performance test).

### **Category II: Classroom Environment**

- Copy of your classroom rules
- Copy of your shop/safety rules
- Copy of your grading policy

### **Category III: Instructional Delivery**

This category will be assessed by your FRP during the actual observation. No additional paperwork is required for this category on the PDE form.

### **Category IV: Professionalism**

- Written communication that you sent to students, parents, advisory committee members, etc. Include at least three (3) examples:
  - A letter that you sent to your students and/or their parents.
  - Family contact log - attach a copy of the form that you use at your school (be sure to redact names for confidentiality).
  - Evidence of communication from an App (transcript evidence) such as Remind, Schoology, Canvas or similar.
- Include a copy of your most recent advisory committee minutes.
- School and district contribution log - use the form provided or include minutes or forms that document your involvement in school committees and/or community service activities.
- Professional development activities:
  - Career and Technical Intern Certificate holders - use the form provided to document your professional development activities.
  - Career and Technical Instructional I Certificate holders:
    - Open PDE's website, [www.education.state.pa.us](http://www.education.state.pa.us).
    - Hover over the "Teachers & Administrators" tab at the top of the screen.
    - Click on the "Act 48 and Perms" link.
    - Click on "Online Act 48 Professional Education Record Management System".
    - Login and follow the instructions to print your personal Act 48 report.