

# Writing Your Teacher Comments –Rebuttal

After you receive your observation back and have your post conference, you should reflect on your lesson and determine areas where you can comment. Commenting on your observation shows you have thoughtfully examined your observation in relationship to the lesson you taught. Do not be afraid to comment on areas you disagree with or on areas where you have a different perspective.

## Guidelines for Commenting

- Use ***The Framework for Teaching Evaluation Instrument*** as a reference in writing your comments and cite the page numbers.
- When possible, use the observer’s evidence and align it to evidence from ***The Framework for Teaching Evaluation Instrument***.
- Stay on point; choose a couple areas to focus.
- Feel free to attach documentation as evidence. (ex. lesson plan, project directions, picture of poster in room, etc.)
- Write clearly or type your comments. In the teacher comment box state, *“Please see attached (#) page teacher comments”*.
- If your teacher comments are more than one page, number the pages as *“page 1 of 2, page 2 of 2”*. Sign and date each page at the bottom.
- State if it was a long or short observation in your comment.
- If you receive a score of "partially effective" or "ineffective", and you feel it is an area you need to improve upon, state how you plan on remedying the situation. If you have already taken measures to improve the issue, include the outcomes.
- Use a professional and positive tone which is concise and accurate.
- Check your grammar, spelling, and punctuation scrupulously.
- Do not be argumentative; instead use your evidence to demonstrate your teaching.
- Close with a statement which reflects you.
- When in doubt, ask for help from your Association!