

Dear Teachers,

As I mentioned, I will be meeting with each of you to discuss your targets for this year. I am looking forward to hearing your expectations for high achievement. I know that your time is precious so in order for us to be focused and timely, please bring the following items in completed form to our meeting:

- Grade book (with all grades students have received so far this year)
- Benchmark Item Analysis Templates

In addition you are receiving two forms from me to fill out prior to your meeting:

- Teacher Target-Setting Form: This should be self-explanatory but will take some critical thinking on your part about the students in your class this year and your own teaching. This form will be most useful to you if you are honest about where the strengths and needs are. Also, please do not be shy about the assistance or materials you will need to achieve your goals.
- Target Student Form: You will be receiving two copies – one for reading and one for math. As you will see, there is room on this form for three meetings with me. For this first meeting please fill out your target students names in the left column (the reading and math lists may be somewhat different!). Then for the first meeting date you will note there are two columns. In the column for school interventions please note if the student is receiving any school tutoring, counseling, attending Saturday classes, etc. In the column for teacher interventions, please note anything you will be doing to assist each child. If you are stuck for ideas please refer to the sheets I am enclosing on working with target students. Remember that some of the smallest things can make the difference.

I am looking forward to these meetings very much. You have all gotten off to a terrific start and I am excited to hear your targets for yourselves and your students. Please be confident that I am here to help you on the path to success. Should you have any questions about the discussion we are going to have or how you may best prepare for it, please don't hesitate to see me. These meetings are the first part of me learning how I may best accomplish that.

Sincerely,

Principal

TEACHER TARGET SETTING CONFERENCE FORM

Teacher _____ Conference Date _____

Please take some time to reflect on the following areas and jot down your thoughts. Please bring this completed form to your target-setting conference. I look forward to our discussion.

1. In looking at our school targets for your grade and taking into account the data so far on your students, what are the specific targets you have for your students in order for them to have success this year?

2. What strategies, practices, methods will you need to use to accomplish these targets?

3. What kinds of changes or modifications will you have to make in your teaching in order to achieve these target?

4. What kind of support, resources, or guidance will you need to make these changes or modifications?

5. Are there any obstacles or blockers preventing your students' success?