

CLASS Observer Checklist

| Observation Type | Observer Type | Send completion email classactull@gmail.com by 3 pm the same day | Enter Reliability Scores in Picard Portal http://picardcenter.louisiana.gov by 3pm the same day | Upload scores LDE portal http://leads5.doe.louisiana.gov/ecs/ within 2 days | Enter Feedback into LDE portal http://leads5.doe.louisiana.gov/ecs/ within 2 days | Send Feedback to Shadow observer for review within 3 days (copy Picard Center) | Review Feedback of observer who was shadowed within 7 days (copy Picard Center) |
|---|--|---|---|--|--|--|---|
| One Observer | Solo Observer | ✓ | | ✓ | ✓ | | |
| Practice or Shadow Observation (Scheduled Observer) | A) Practice observer (P) or B) Observer assigned visit (no R) w/ shadow observer | ✓ | ✓ | | | | |
| Practice or Shadow Observation (Shadow Observer) | A) Shadow Observer (no P) or B) Shadow Observer (R) | ✓ | ✓ | ✓ | ✓ | | |
| Audited Shadow Observation (Scheduled Observer) | Observer assigned visit with lead shadow observer (no A) | ✓ | ✓ Enter scores & discuss following observation | | | ✓ | |
| Audited Shadow Observation (Shadow Observer) | Shadow Observer (A) | ✓ | ✓ Enter scores & discuss following observation | ✓ | ✓ | | ✓ |