CLASS Observer Checklist

Observation Type	Observer Type	Send completion email classactull@gmail.com the by 4: 30 pm same day	Enter Reliability Scores in Picard Portal http://picardcenter.louisiana.edu/ 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 w/ shadow observer (no R)	✓	✓				
Practice or Shadow Observation (Shadow Observer)	A) Shadow Observer (R) B) Shadow Observer (no P)	✓	✓	✓	✓		
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	✓	✓		✓