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## TIPS FOR WRITING OBSERVATION-BASED NOTES

- ✓ **DO use a journalistic approach.**
  - Record the **FACTS: WHO, WHAT, HOW, WHEN and WHERE**
  
- ✓ **DO write what you SEE and HEAR.**
  - Avoid making assumptions about the child’s feelings or motivation
  - Resist inserting opinions, assumptions or judgments
  
- ✓ **DO write a description that builds a visual picture of the instructional environment.**
  - Use descriptive words and direct quotes
  - Include expressions, gestures or other actions
  
- ✓ **DO use data to inform and improve instruction**
  - Interpret the evidence by reflecting on the meaningful and valuable information collected
  - Use the interpretation to adapt to and respond to the learning needs of the student.