

iObservation

Danbury Public Schools

Data Changes requiring Central Office Action

Please complete this form for any changes listed below: Indicate the change you are requesting. **Only ONE request per form**

Learner Name:

Observer or Administrator Name:

School Year:

| Check appropriate Box | Action | Specific Information required | Signatures | Signatures | Reason for Request |
|-----------------------|--|--|--------------------|---------------------|--------------------|
| | Revert Finished Growth Plan back to Draft to allow for editing | N/A | Learner Signature | Evaluator Signature | |
| | Delete a finished Observation | Date of Observation to be deleted: _____ Name of Domain of Observation to be deleted: _____ Observer Name: _____ | Observer Signature | N/A | |
| | Delete a finished Pre Conference | Date of Pre Conference | Learner Signature | Evaluator Signature | |
| | Delete a finished Post Conference | Date of Post Conference | Learner Signature | Evaluator Signature | |
| | Delete a discussion | Discussion Title Creator: | Creator Signature: | N/A | |

Central Office Use Only:

iObservation Administrator Notes:

Date Completed:

Completed by: