

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: