



LEARNING WALKTHROUGH SITE VISIT COMMUNICATION OF FINDINGS TEMPLATE

To: Staff and Faculty of ABC School

Cc: Superintendent, Assistant Superintendent, Key Central Office Staff

From: Principal, ABC School

Date:

On [date], [how many] colleagues divided into [how many] teams conducted a *Learning Walkthrough* from [start time to end time]. Together we visited [how many] classrooms, collecting evidence related to our Focus of Inquiry (below). At the culmination of the *Learning Walkthrough*, the team met to discuss the patterns observed across the classrooms. The following information conveys the major themes that emerged.

The school's Instructional Leadership Team will consider this information in relation to the priorities outlined in our School Improvement Plan, noting where we are doing well and where additional effort and resources might be needed to improve student learning school-wide. "Quick wins" that we believe all of us can easily put into motion are highlighted at the end of this memo. We hope you will also find this information useful for your own individual practice or for discussion during your Common Planning Time. Please feel free to come to me or the Assistant Principal with any questions or concerns.

Focus of Inquiry: [as it was explained to the *Learning Walkthrough* team members]

Summary Statements:

During the final debrief, the visiting team came to **consensus on the following themes** that emerged from the evidence from across the set of classroom observations:

Summary Statement #1

[Broad theme, stated concisely.]

Evidence to Support the Statement

1. [Examples of data, quotes, and other direct evidence collected.]
- 2.
- 3.

Summary Statement #2

[Broad theme, stated concisely.]

Evidence to Support the Statement

1. [Examples of data, quotes, and other direct evidence collected.]
- 2.
- 3.

Summary Statement #3

[Broad theme, stated concisely.]

Evidence to Support the Statement

1. [Examples of data, quotes, and other direct evidence collected.]
- 2.
- 3.

Quick Wins:

To address some of the challenges that emerged, we ask that all school faculty:

- [Quick win #1]
- [Quick win #2]

Learning Walkthrough Team Participants:

[List participants and their titles and affiliations, as in the Learning Walkthrough Site Visit Sample Schedule.]