

iObservation

Danbury Public Schools

Data Changes Requiring Central Office Action

Please complete this form for any changes listed below. Indicate the change that 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	
	Revert a Finalized Evaluation to "In Progress"	N/A	Learner Signature:	Evaluator Signature:	

Central Office Use Only:

iObservation Administrator Notes:

Date Completed:

Completed By: