**Guidance:** During the evidence collection day we will be checking the progress of your implementation. Each 3-hour onsite visit should include the following components.

<table>
<thead>
<tr>
<th>Structures</th>
<th>Recommendations</th>
</tr>
</thead>
</table>
| **OBSERVATION**  
What did you see?  
See your plan in action:  
- Learning Walks to observe evidence of practice  
- Walkthrough/Tours |  
- Determine look-fors (define successful implementation)  
- Determine questions to ask students/teachers in the moment  
- Determine scoreboard evidence that will be shared |
| **FEEDBACK**  
What did you hear?  
Here from your stakeholders:  
- 1:1 Interview  
- Focus group |  
- Determine audience (teachers, students, community, parents, etc...)  
- Determine format  
- Determine questions, themes or trends you want to explore with your various stakeholders |
| **DEBRIEF**  
What are your next steps?  
Synthesis your progress:  
- Action Plan  
- Summary of findings |  
- Determine trends in observation and feedback  
- Articulate progress toward redesign goal(s)  
- Plan clear next steps to address obstacles |

In the following pages develop your plan for collecting evidence on the progress of your redesign work. Be sure to review this document with a coach from your regional service center. You may also use this document for taking notes during the evidence collection day.
## Observation Planning *(Complete during Day 1 of Show and Launch)*

### To-Dos:
- Determine look-fors (define successful implementation)
- Determine questions to ask students/teachers in the moment
- Determine what scoreboard evidence will be shared

### Examples:
- [EE Learning Walk Look Fors Document](#)
- [Look Fors Template](#)
- [Learning Walk Tool Example](#)

<table>
<thead>
<tr>
<th>Observation Planning <em>(Complete during Day 1 of Show and Launch)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Look-fors to observe during school tour</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Questions to ask students/teachers during school tour</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Scoreboard evidence that you will share</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>How will you plan to capture and share the evidence that you observed?</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Feedback Planning <em>(Complete during Day 1 Show and Launch)</em></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Target participants in feedback collection during school visit (teachers, students, community, parents, etc...)
| ●                                                         |
| Format for feedback collection (group interview, 1:1s, other?)
| ●                                                         |
| Questions, themes or trends you would like to ask of participants
| ●                                                         |
| How will you plan to capture (i.e. notes document, video recording, etc...) and share the evidence that you observed? *(Note: you will need to be able to link this evidence into your redesign planner)*
| ●                                                         |

**FEEDBACK**

- Determine audience (teachers, students, community, parents, etc...)
- Determine format
- Determine questions, themes or trends you want to explore with your various stakeholders

**Resources:**

- EE Empathy Interview Questions
- EE Student Empathy Interviews [Template]
- [Institute of Design @ Stanford] Empathy Field Guide
- Design Thinking: Getting Started with Empathy
- Sample HS Teacher Interview Notes
## DEBRIEF

- Determine trends in observation and feedback
- Articulate progress toward redesign goal(s)
- Plan clear next steps to address obstacles

<table>
<thead>
<tr>
<th>Resources/Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● SAMPLE Learning Walks Data</td>
</tr>
<tr>
<td>● Debrief Protocols</td>
</tr>
</tbody>
</table>

### Debrief Planning *(Complete during Day 1 Show and Launch)*

Who will lead your debrief?

- 

Are there any debrief protocols you would like to use? (for example, ‘I like, I wish, I wonder’)

- 

### Debrief Notes *(Complete during school visit)*

What evidence did we collect that indicates progress toward our redesign goal(s)?

- 

What obstacles is the team experiencing in achieving the school’s redesign goal(s)?

- 

What next steps will the team take to address obstacles and continue progress toward redesign goal(s)?

- 