



My Professional Performance System (MyPPS) Teacher Observation Tasks

	TEACHER ACTION FfT
FfT Announced Observation	<ul style="list-style-type: none"> • Upload Lesson Plan 24-48 hours prior to scheduled pre-conference • Prepare for pre-conference • Facilitate the lesson to be observed • Complete your Lesson Reflection in MyPPS within 48 hours after your observation • Upload your artifacts for Component 4C- Communicating With Families in MyPPS within 48 hours after your observation • Prepare for and attend post conference
FfT Unannounced Observation	<ul style="list-style-type: none"> • Facilitate the lesson to be observed • Upload Lesson Plan within 48 hours after formal observation • Complete your Lesson Reflection in MyPPS within 48 hours after your observation • Upload your artifacts for Component 4C- Communicating With Families in MyPPS within 48 hours after your observation • Prepare for and attend post conference
SFE Announced Observation	<ul style="list-style-type: none"> • Upload Lesson Plan/Service Agenda 24-48 hours prior to scheduled pre-conference • Access Post Observation Conference: Scroll down and Click NEW to add additional comments or upload relevant evidence within 48 hours after observation in MyPPS • Prepare for and attend post-observation conference
SFE Unannounced Observation	<ul style="list-style-type: none"> • Upload Lesson Plan/Service Agenda within 48 hours after formal observation • Access Post Observation Conference: Scroll down and Click NEW to add additional comments or upload relevant evidence within 48 hours after observation in MyPPS • Prepare for and attend post-observation conference