

**Raymond School District  
Counselor Post Conference Form**

Name: \_\_\_\_\_  
Time: \_\_\_\_\_  
Activity: \_\_\_\_\_

Date: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Observer: \_\_\_\_\_

What evidence do you have that you met or made progress toward your goal? (Components 4a)

What strategies worked well? (Component 4a)

What strategies might make the activity more effective next time? (Component 4a)

Are there any additional steps needed? (Component 4a)

**Helpful Hints for Collecting and Compiling a “Manageable” Evidence Collection**

When creating an evidence collection:

- It’s not just about what you did; it’s about what you learned
- It’s about working to “improve” rather than trying to “prove”
- Less is more – make a concise collection of carefully selected evidence
- Pick illustrative examples rather than including everything
- Avoid creating a “scrapbook” (a collection of personally meaningful mementos)
- Avoid creating a “steamer trunk” (a container stuffed with materials)
- Use technology – put the evidence on your computer, a CD or a USB memory stick; use a digital camera, capture pictures of students’ projects, students working, etc.