

# Planning/Notes Form for Writing Coaching Session

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Step	Description	Notes
<b>1</b>	<b>student-produced writing in draft stage</b>	
<b>2</b>	<p><b>quick review of the student's draft to understand how the student is performing in relation to the assessment standards</b></p> <ul style="list-style-type: none"> <li>• performance gap (not performing)?</li> <li>• skill deficiency (not knowing)?</li> <li>• objective analysis</li> <li>• praiseworthy elements</li> </ul>	
<b>3</b>	<p><b>student-teacher dialogue</b></p> <ul style="list-style-type: none"> <li>• student self-appraisal (teacher asks open-ended questions, if necessary)</li> <li>• teacher's objective observations: objective description of the draft</li> <li>• authentic praise and assurance</li> <li>• problem-solving: address performance gaps or skill deficiencies</li> </ul>	
<b>4</b>	<p><b>action plan/personal challenge</b></p> <ul style="list-style-type: none"> <li>• goal(s) as the student returns to work</li> <li>• description of evidence that goal(s) is/are achieved</li> <li>• steps to take to accomplish the goal(s)</li> <li>• teacher support of student's efforts</li> <li>• time of official accountability check</li> </ul>	