

TKES Observation Scheduling (Formative #2): Let's Coordinate

I hope this email finds you well. As part of our ongoing commitment to professional growth and development, it is time to schedule your Teacher Keys Effectiveness System (TKES) observation.

In order to facilitate these observations effectively, I kindly request that you provide me with your availability for scheduling the observation. We're looking at the dates of February 27th to March 1st for the observation. As a reminder, the observation will focus on the following standards: 3, 4, 7, and 8, as these are required.

Please reply to this email with your preferred day(s) and time(s) for the observation. Additionally, if there are any specific dates or times that should be avoided due to scheduled activities or commitments, please let me know, and I will do my best to accommodate your schedule.

Should you have any questions or concerns, please do not hesitate to reach out to me.

Thank you for your dedication to continuous improvement.

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