

Beyond the Checklist: Making Walkthroughs Work for You



Example Walkthrough Communication Email

Hi Team,

Next week, [dates], our Instructional Leadership Team will be visiting classrooms to take a look at how curriculum implementation is going. I want you to know exactly what we're looking for and why, so there are no surprises.

What we're looking for:

- Learning objectives: clearly communicated and connected to the lesson
- Task alignment: student tasks match the objective and the curriculum
- Checks for understanding: how you and your students know the learning is landing

When we'll come by:

[Coach name] will look ahead at lesson plans so we can schedule around assessments. We want to see instruction in action. Visits will last about [10–15] minutes, and no special preparation is needed. Just teach your lesson as planned.

How we'll use what we see:

What we learn will shape our coaching cycles and help us plan teacher collaboration sessions, so our support is based on what you actually need. These walkthroughs are for support. They are not part of your formal observation cycle.

What happens after:

Every teacher will have a short face-to-face debrief [within 24–48 hours]. We'll share what's going well and one next step to level up. We will examine data trends in upcoming teacher collaborations to ensure our collaborative time is based on a real need.

If you have any questions before next week, my door is open.

Thank you for all you do for our students,
[Principal name]

