

CLASS Observer Documentation Handbook

New Observers

I. Timeline

- a. Observers attend all required observation trainings.
- b. Observers pass all certification test(s) by August 12, 2026.
 - i. UL Lafayette CLASS administration will identify observers who did not pass their observation test on the first attempt
 - ii. UL Lafayette CLASS administration will identify observers scoring below 80% on their calibration test(s)
- c. Observers attend New Observer Pre-Orientation Meetings August 24-26, 2026.
- d. Observers attend CLASS Orientation on September 1, 2026.
- e. Observers start observations on September 8, 2026.
- f. Observers will participate in a **practice** observation with a mentor or Regional CLASS Leader (RCL).
 - i. Observers will scan and email observation notes to their assigned mentor by 4 pm the day of the practice observation.
 - ii. Each new observer and mentor will participate in a phone conference to discuss notes (ideally on the same day of the practice observation or the following day, due to mentor's schedule).
 - iii. Observers will submit the two highest (H1, H2) and two lowest (L1, L2) scoring dimension summaries to the mentor within 24 hours of the initial phone conference.
 - iv. Observers and mentors will participate in another phone conference to discuss summary statements (timeframe based on mentor's schedule).
 - v. Observers will write the remaining summary statements and all summaries (ten preK, seven infant-toddler) will be sent to the mentor for review within 48 hours of the observation. Mentor will provide feedback on summary statements through email correspondence or by phone.
- g. Observers will participate in three additional observations (1, 2, 3) of the same age type with mentoring assistance. *It is critical that observers are timely in submitting their paperwork to their mentor. Observation paperwork for one observation should be reviewed and approved before the observer completes another observation.*

- h. After the third observation is complete, the observer will submit the complete observation booklet (notes and summaries) within 48 hours of the observation to their mentor.
- i. A data check review of the booklet contents will occur with specific feedback provided to the observer (within 5-7 days).
- j. The mentor will review the data check to determine if the observer is following all steps in documentation guidelines.
 - i. If all criteria are met the observer is ready to move to Tier One (writing summaries for two highest and two lowest scoring dimension) for that age type.
 - ii. If observer needs additional support:
 - 1. A mentor or RCL will accompany observer for a shadow observation
 - 2. Observer may need to reduce number of observations assigned until they are able to meet guidelines.

Mentors should be in contact with UL Lafayette CLASS administration regarding new observer progress/status.

Current Observers

- I. All current, UL Lafayette CLASS observers returning from the previous year will be placed in Tier One (writing summary statements for only 2 highest and 2 lowest scoring dimensions) for PreK observations. For infant-toddler observations, the two highest and two lowest statements are required plus a summary for Behavior Guidance for the first infant-toddler observation.
- II. Data checks for current observers will begin in September. UL Lafayette CLASS administration will ensure that each observer has at least one data check between September and mid-November. The age type of the data check will be randomly selected.
 - a. Observers will use data check feedback to improve their observation documentation.
 - b. If an observer's documentation is found to be unsatisfactory for multiple dimensions (notes and/or summary statements) by the reviewer during the data check process:
 - i. A mentor will notify the observer and email the data check for review by the observer

- ii. Observer and mentor will participate in a phone conference or zoom call to discuss strategies for improvement
- iii. Observer will revise and/or improve the notes and/or summary statements within 48 days of the scheduled meeting to ensure they are meeting all guidelines for required documentation.
- iv. Mentor will review the edits and if revisions are needed in the Early Childhood Observation System (ECOS), UL Lafayette CLASS administration will undo feedback to allow for revisions.
- v. If the documentation is found to be satisfactory after meeting and revising, the observer may continue with tier one (in the particular age type).
- vi. The observer will be monitored to ensure quality of documentation:
 - In the subsequent month, a mentor will review one randomly selected observation booklet to ensure that the observer is continuing to meet all guidelines.
- c. If the documentation is found to be unsatisfactory after initial meeting and revisions, mentor will request a subsequent meeting with the observer to provide support. UL Lafayette CLASS administration and mentor will decide on next steps:
 - i. The second meeting was sufficient for observer to meet guidelines
 - ii. Moving observer to tier two until guidelines are met
 - iii. Sending out observer on audit observation to have one on one support with RCL/mentor
 - iv. Reducing number of weekly observations for the observer until the observer can meet guidelines.