

Mentor/Beginning Teacher Meeting Schedule – 1st Semester

1st Nine Weeks Meetings must be held weekly.

Week 1: Date _____	Time _____	Initial _____	Initial _____
Week 2: Date _____	Time _____	Initial _____	Initial _____
Week 3: Date _____	Time _____	Initial _____	Initial _____
Week 4: Date _____	Time _____	Initial _____	Initial _____
Week 5: Date _____	Time _____	Initial _____	Initial _____
Week 6: Date _____	Time _____	Initial _____	Initial _____
Week 7: Date _____	Time _____	Initial _____	Initial _____
Week 8: Date _____	Time _____	Initial _____	Initial _____
Week 9: Date _____	Time _____	Initial _____	Initial _____

Mentor Observation 1: Scheduled Time and Date: _____

Pre-conference date: _____

Post Conference date: _____

2nd Nine Weeks Meetings must be held every other week.

Week 1/2: Date _____	Time _____	Initial _____	Initial _____
Week 3/4: Date _____	Time _____	Initial _____	Initial _____
Week 5/6: Date _____	Time _____	Initial _____	Initial _____
Week 7/8: Date _____	Time _____	Initial _____	Initial _____

This form must be turned in completed and signed with appropriate documentation before December 1, 2009, to ensure payment on your December paycheck. Please return it to Lisa Robinson, Personnel Office. Please remember that you will not be paid without completion of this form and required accompanying documentation.

Mentor Teacher's Signature: _____

Beginning Teacher's Signature: _____

Principal's Signature: _____