

Mentor/Beginning Teacher Meeting Schedule – 2nd Semester

3rd/4th Nine Weeks meetings must be scheduled and held monthly.

January:	Date _____	Time _____	Initial _____	Initial _____
February:	Date _____	Time _____	Initial _____	Initial _____
March:	Date _____	Time _____	Initial _____	Initial _____
April:	Date _____	Time _____	Initial _____	Initial _____
May:	Date _____	Time _____	Initial _____	Initial _____

Mentor Observation 2: Scheduled Time and Date: _____

Pre-conference date: _____ Post Conference date: _____

This form must be turned in completed and signed with appropriate documentation before May 1, 2010, to ensure payment on your May 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: _____