**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 to ensure payment on your May paycheck. Please return it to Pam Thompson, Human Resources 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_