**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 to ensure payment on your December 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_