


## Mentor & Induction Teacher Contact Log

<b>Mentor:</b>		The Mentorship Accountability Log uses the language from Program Preconditions 4. It is completed by the mentor and teacher candidate for the purpose of documenting interactions. Per Precondition 3, this log verifies that each candidate receives an average of not less than one hour per week of individualized support/mentoring provided by the mentor. Complete this log for every interaction between the mentor and candidate NOT including Professional Development Meetings. This log is reviewed by the Induction Program Specialist regularly, so please document your time at the end of each meeting. Each candidate needs a minimum of 24 hours per year.
<b>Induction Teacher :</b>		
<b>Site:</b>		
<b>Year: 24-25</b>		
<b>Program Year:</b>		

Date:	Hour(s): [1]	Meeting Type:	Meeting Focus:	Meeting Outcome:	Next Meeting:
		Meeting Type	Meeting Focus:		
		Meeting Type	Meeting Focus:		
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		Meeting Type	Meeting Focus:		

**Cycle \_\_\_ Subtotal**

		Meeting Type	Meeting Focus:		
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		Meeting Type	Meeting Focus:		

**Cycle \_\_\_ Total**

1. Double click on this box to open the drawing window
2. On the toolbar, click on the down arrow next to the line icon and choose scribble
3. Sign your name under this instruction box using your mouse/pen
4. On the toolbar, click on the arrow to get your mouse cursor back
5. Click on the line of direction box, and delete this instructional box (NO Cursor blinking)

Only signature should be present and then click save & close.

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<b>Candidate Signature</b>	<b>Date</b>	<b>Mentor Signature</b>	<b>Date</b>
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**Mentors, at the end of each Cycle you will save a copy of this sheet as a pdf. Then, Induction Teachers and Mentors, please sign electronically above verifying the hours you spent on Induction.**

[1] Not a time frame

Hour (s) is in quarter time increments.

Example 1.25 means 1 hour and 15 minutes of mentoring hour