

# MENTORING LOG

New teachers to our district are required to have an assigned mentor for their first three years. The mentor's role is to provide support and guidance during the new teacher's first years. Mentors are not involved in the evaluation of the teacher.

1. **Who uses this form?**  
All new teachers for their first three years.
2. **Is there a form?**  
Yes, see the next page.
3. **Where do I find the form?**  
Copy the form in this manual or look on the intranet under Staff Resources, Commonly Used Forms. Make sure to fill in the correct school year at the top of the form.
4. **What hours qualify for credit?**  
Hours, which are accrued during the regular school day, would be counted towards probationary hours (i.e., planning period) only. Hours accrued outside the school day are credited for both salary enhancement and probationary credit (i.e., before school, after school, during lunch period).
5. **How do I fill it out?**  
Log times in increments of 15 minutes spent with your mentor teacher.
6. **Where do I send it?**  
After a minimum of 6 hours of mentoring, send the completed form to the Office of Staff Development.
7. **Who needs to sign it?**  
No administrator needs to sign this form to receive credit.
8. **When will I receive credit?**  
When the completed form is received in the Office of Staff Development the 6 hours are recorded in the new teacher's record.
9. **Who assigns my mentor?**  
Your building principal.
10. **Who do I call with any questions?**  
See your building principal or call the office of Staff Development: [313.432.3043](tel:313.432.3043)

# MENTORING LOG

Year \_\_\_\_\_

New Teacher: \_\_\_\_\_

School(s): \_\_\_\_\_

Mentor: \_\_\_\_\_

Date	Start Time	End Time	Hours	Topic(s) Discussed

Please sign log and submit completed log to the Office of Staff Development, 389 St. Clair, when complete.

Notes:

- Please use the log for increments of 15 minutes.
- Only new teachers are required to maintain the log.
- **Specific dates and times must be listed.**
- New teachers receive up to 6 hours credit toward their new teacher staff development requirement. **If the contact hours occur outside of the school day, the hours are also credited toward salary scale advancement.**
- The minimum number of contact hours to qualify is 6 although that does not, in any way, limit the amount of mentor/new teacher contact.