Induction/Mentoring Verification Forms

To All Pre-Professional Status Teachers:

In compliance with the state-mandated district induction and mentoring program, please use the following forms to record and document your professional mentoring activities in years 1-3 in the Arlington Public School District. There is a form for Year 1 and one form for Years 2-3. You are responsible for completing and keeping each form.

It is essential that you keep track of your mentoring activities on each form by:

> Listing the date of the activity
> Checking off the type of activity
> Listing the specific topic
> Recording the number of hours that you have participated in the activity
> Having your mentor or provider initial each entry

At the end of Year 3 you must give a copy of both forms to your building principal or department head as evidence of your completion of the Year 1-3 Induction/Mentoring Program. A letter will be written validating your completion of the Program, which will be necessary as you apply for a Professional License.

Copies also must be sent the Assistant Superintendent's Office

Arlington Public Schools
Induction/Mentoring Verification Form (Log)
Mentee Year 1-3
EXAMPLE

Teacher's Name:_____ Year:___

School:_____ Grade/Position_____

Mentor's Name_____

Types of Activities: PD-Professional Development, **PP-**Building/District Policy & Procedures, **CI-**Curriculum and Instruction,

Date	Type of Activity	Specific Topics	# Hours of Participation	Initials of Facilitator or Mentor
8/20/12	CI	New Teacher Training-Fundations	3	
8/22/12	CI	Curriculum Planning with mentor	3	
8/27/12	PD	New Teacher Orientation	5.5	

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Mentee Year 1-3

Teacher's Name:_____ Year:___

School:_____ Grade/Position_____

Mentor's Name_____

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Date	Type of Activity	Specific Topics	# Hours of Participation	Initials of Facilitator or Mentor