

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 all 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.

EXAMPLE
Induction/Mentoring Verification Form (Log)
Mentee Year 1

Teacher's Name: _____ Year: ____

School: _____ Grade/Position _____

Mentor's Name _____

Types of Activities: PD-Professional Development, DPP-Building/District Policy & Procedures, CI-Curriculum and Instruction, etc.

Date	Type of Activity	Specific Topics	# Hours of Participation	Initials of Facilitator or Mentor
8/23/18	CI	New Teacher Training- K-5 Health Curriculum Overview	.5	
8/21/18	CI	Literacy Curriculum Planning with Mentor	4.5	
8/27/18	PD	New Teacher Orientation	5.5	

