

Mentor Requirements for Payment of Stipend

- Meet with beginning teacher to discuss and fill out Preparation for the Beginning of School checklist – **Due August 21**
- Meet regularly with beginning teacher and record meetings on mentor log checklist.
- Submit 1st Yr Mentor Log via Records by the deadline **each** quarter:

____ First Quarter	October 20, 2023
____ Second Quarter	December 20, 2023
____ Third Quarter	March 8, 2024
____ Fourth Quarter	May 16, 2024
- Set the date for your first observation before school starts.
- Plan for and use the release time you have with your mentee.
- **MOST IMPORTANTLY, PROVIDE ANY NECESSARY ONGOING SUPPORT FOR YOUR BEGINNING TEACHER.**

PLEASE CALL SUSAN CROWE ANY TIME YOU HAVE QUESTIONS, PROBLEMS, SUGGESTIONS FOR IMPROVEMENT OR IF YOU JUST NEED SOME ADVICE.

659-3226