

**MENTOR LOG**

**2016-2017**

◻ September ◻ October ◻ November ◻ December ◻ January ◻ February ◻ March ◻ April ◻ May

\*Complete a separate log for each Candidate you serve. Complete a separate log for Mentor trainings/meetings.

**\*Submit completed logs to Stephanie at** [**Koenen\_Stephanie@lacoe.edu**](mailto:Koenen_Stephanie@lacoe.edu) **by the 20th of each month.**

\*If you will be working with your Induction Candidate more than 4 times in a month, please be sure to have these hours approved prior to your meetings. Failure to do so may result in the inability to be remunerated for this time.

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| MENTOR: | | | | LACOE Induction Program | | | | District: | |
| Name of Candidate: | | | | School: | |
| Date | Start Time | Visitation Code | | Visitation Comments | | | | CSTP Focus | |
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| Mentor or induction candidate comments on progress of formative assessment and professional growth activities: | | | | | | | | | |
| **Visitation Codes:** | | | | | | | | | |
| **ASW** - Analyze Student Work  **BTSN** - Back to School Night  **CAL** - Collaborative Assessment Log  **CTP** - Co-Assessment on the Continuum of Teacher Practice  **CP** – Class Profile | | | **EL** - Supporting English Learners  **FC** – Family Communication  **IG** – Instructional Groups  **ILP** - Individual Learning Plan  **KS** – Knowing Students Academically | | **LP** - Lesson Plans  **MC** - Mediating Conflict  **MM** - Monthly Mentor Meeting  **MNF -** Mentor Networking Forum  **MT** - Mentor Training | | **O** – Other  **Obs** - Observation  **OH** - Open House  **PC** - Parent Conferences  **PD** - Professional Development Reflections Log  **SP** – Supporting Special Populations | | **SR** – School & Community Resources  **SS** – School Safety Plan  **TM** –Triad Meeting  **VTO** - Veteran Teacher Observation |
| *Signature below verifies that the induction candidate is receiving a minimum of 4 hours of support each month from the mentor.* | | | | | | | | | |
| *Mentor Signature: Date* | | | | | | *Induction Candidate Signature: Date* | | | |

*Original program documents are given to the induction candidate. Mentor should keep a copy of all program documents.* 