

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

Mentee: \_\_\_\_\_

## Monthly Mentor Log

### SEPTEMBER

Topic	Date
Classroom Procedures, Expectations and Management	
Educator evaluation: Self-Reflection, Goal Setting	
Grade-Specific Common assessments (BAS, MAP, ETC)	
IEPs and 504s	
Opening Procedures-class and building	
Open House	
School Meetings: Faculty, PLC/CPT, grade-level, district, IEP, 504	
Technology- access district training, PD Tracker+, common folder, Vector Solutions, Power School, Parent Portal, Ellevation, Clever, Seesaw, various curriculum platforms, etc.	
Preparing for a substitute	

Notes

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Signatures

Mentor	
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## Monthly Mentor Log

### OCTOBER

Topic	Date
Classroom Management	
Parent Communication	
Parent/Teacher Conferences	
Lesson Planning	
Interpreting Assessment Data to Drive Instruction	
Middle & High School Progress Reports	
Educator Evaluation-finalize plan	
Licensure	

Notes

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Signatures

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

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## Monthly Mentor Log

### NOVEMBER

Topic	Date
High School report cards	
Child/Study Team referral process	
Rtl: Tier 1, Tier 2, Tier 3 instruction	
SPED Progress Report	
Preparing for the upcoming holiday season	
Schedule mentor/mentee observation	
ELL Progress Reports	

Notes

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Signatures

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## Monthly Mentor Log

### DECEMBER

Topic	Date
Evidence of goals and standards for Evaluation	
DYPD – conferences, courses, course reimbursements	
Preparing to be observed by your Evaluator	
Culturally sensitive and educationally sound holiday practices	
Managing teacher and student stress during the holidays	

Notes

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Signatures

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## Monthly Mentor Log

### JANUARY

Topic	Date
Rejuvenation	
Grade-level common assessments/Interpreting the data	
Review classroom procedures and management policies	
Peer Observations	
Mid-cycle evaluation review	
Semester transitions (high school)	

Notes

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Signatures

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

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## Monthly Mentor Log

### FEBRUARY

Topic	Date
Reflection	
Planning around interruptions to instruction (snow days, vacation, testing)	
Revisit parent communication	
How to assist struggling learners-finding resources and reviewing interventions	
Schedule mentor/mentee observation	

Notes

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Signatures

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

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## Monthly Mentor Log

### MARCH

Topic	Date
State-wide testing (MCAS)	
Review lesson pacing	
Socializing with colleagues	
Learning about local agencies that may offer resources for students	

Notes

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Signatures

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

Mentee: \_\_\_\_\_

## Monthly Mentor Log

### APRIL

Topic	Date
Lesson differentiation	
Updating classroom management to match student development	
Pacing of Curriculum-what has been taught, what's left	
Evidence of goals and standards for Evaluation	
Student placement for next year	

Notes

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Signatures

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

Mentee: \_\_\_\_\_

## Monthly Mentor Log

### MAY

Topic	Date
State-wide Testing (PARCC/MCAS)	
Grade-Level Common Assessments-Implications for next academic year	
Transitions	
End of year procedures	
Final Reflections on Mentoring Process	

Notes

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Signatures

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