

**QUARTER ONE**

Mentor \_\_\_\_\_ Resident Educator \_\_\_\_\_

**Check for each task completed**

Met with resident educator once per week. (Dates below)

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\_\_\_\_\_

**AUGUST**

- 1. \_\_\_\_\_ Met together every day for the first week of school.
- 2. \_\_\_\_\_ Resident Educator has been introduced to building personnel. (Scavenger Hunt)
- 3. \_\_\_\_\_ The building procedures have been explained to the Resident Educator.
- 4. \_\_\_\_\_ Mentor reviews [Mentor Standards](#).
- 5. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

**SEPTEMBER**

- 1. \_\_\_\_\_ Completed & discussed [Self-Assessment Summary](#).
- 2. \_\_\_\_\_ Completed District/State [Professional Growth Plan](#).
- 3. \_\_\_\_\_ Completed and discussed Class Profile included in Scavenger Hunt.
- 4. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 5. \_\_\_\_\_ Held informal classroom observation and [reflective discussion \(pg 87-92\)](#).
- 6. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

[Focused Mentoring](#)

**OCTOBER**

- 1. \_\_\_\_\_ Held formal classroom and [reflective discussion \(pg 87-92\)](#).
- 2. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 3. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

Notes/Comments: \_\_\_\_\_

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\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Resident Educator's Signature

**Turn completed document into your Lead Mentor by the end of 1<sup>st</sup> quarter.**

**QUARTER TWO**

Mentor \_\_\_\_\_ Resident Educator \_\_\_\_\_

**Check for each task completed**

Met with resident educator once per week. (Dates below)

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**NOVEMBER**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Choose 2 students to monitor through data collection. [Student Learning & Data \(pg. 93-94\)](#).
- 3. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

[Focused Mentoring](#)

**DECEMBER**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).

Notes/Comments:

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\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Resident Educator's Signature

**Turn completed document into your Lead Mentor by the end of 2<sup>nd</sup> quarter.**

**QUARTER THREE**

Mentor \_\_\_\_\_ Resident Educator \_\_\_\_\_

**Check for each task completed**

Met with resident educator once per week. (Dates below)

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**JANUARY**

- 1. \_\_\_\_\_ Completed 1 [Collaborative Log](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Held informal classroom observation and [reflective discussion \(pg 87-92\)](#).
- 3. \_\_\_\_\_ Continued to monitor two students through data collection. [Student Learning & Data \(pg. 93-94\)](#).
- 4. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

[Focused Mentoring](#)

**FEBRUARY**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Held formal classroom and [reflective discussion \(pg 87-92\)](#).  
*(if needed, optional video)*
- 3. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

**MARCH**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Continued to monitor two students through data collection. [Student Learning & Data \(pg. 93-94\)](#).
- 3. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

Notes/Comments: \_\_\_\_\_

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\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Resident Educator's Signature

**Turn completed document into your Lead Mentor by the end of 3<sup>rd</sup> quarter.**

**QUARTER FOUR**

Mentor \_\_\_\_\_ Resident Educator \_\_\_\_\_

**Check for each task completed**

Met with resident educator once per week. (Dates below)

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**APRIL**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Continued to monitor two students through data collection. [Student Learning & Data \(pg. 93-94\)](#).
- 3. \_\_\_\_\_ Attended any WCESC trainings as scheduled (see schedule).

[Focused Mentoring](#)

**MAY**

- 1. \_\_\_\_\_ Completed 2 [Collaborative Logs](#) or [Focused Mentor Activity](#).
- 2. \_\_\_\_\_ Continued to monitor two students through data collection. [Student Learning & Data \(pg. 93-94\)](#).
- 3. \_\_\_\_\_ Went over end-of-the-year procedures. (*no forms*)
- 4. \_\_\_\_\_ Scheduled meeting with Lead Mentor.

Notes/Comments:

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\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Resident Educator's Signature

**Turn completed document into your Lead Mentor by the end of 4<sup>th</sup> quarter.**