

Meeting/Conference and Observation Log
September, 2007

Minimum: Weekly conferences, Monthly Observation with Written Feedback

Week	Date	Topics Discussed, Notes
1		
2		
3		
4		
5		

Signatures: Mentee _____ Mentor _____

Please complete the form, keep a copy for yourselves, put it in an envelope and place it in the Project Mentor's mailbox (Mr. Simpson, Mrs. Benson or Dr. Clark) in the central office on the last school day of the month. (Refer to the mentoring checklist during conferences.)

Meeting/Conference and Observation Log
October, 2007

Minimum: Weekly conferences, Monthly Observation with Written Feedback

Week	Date	Topics Discussed, Notes
1		
2		
3		
4		
5		

Signatures: Mentee _____ **Mentor** _____

Please complete the form, keep a copy for yourselves, put it in an envelope and place it in the Project Mentor's mailbox (Mr. Simpson, Mrs. Benson or Dr. Clark) in the central office on the last school day of the month. (Refer to the mentoring checklist during conferences.)

November, 2007

Minimum: Bi-Weekly conferences, Monthly Observation with Written Feedback

Week	Date	Topics Discussed, Notes
1		
2		
3		
4		
5		

Signatures: Mentee _____ Mentor _____

Please complete the form, keep a copy for yourselves, put it in an envelope and place it in the Project Mentor's mailbox (Mr. Simpson, Mrs. Benson or Dr. Clark) in the central office on the last school day of the month. (Refer to the mentoring checklist during conferences.)

Meeting/Conference and Observation Log
December, 2007

Minimum: Bi-Weekly conferences

Week	Date	Topics Discussed, Notes
1		
2		
3		
4		
5		

Signatures: Mentee _____ **Mentor** _____

Please complete the form, keep a copy for yourselves, put it in an envelope and place it in the Project Mentor's mailbox (Mr. Simpson, Mrs. Benson or Dr. Clark) in the central office on the last school day of the month. (Refer to the mentoring checklist during conferences.)

**Meeting/Conference and Observation Log
January-May, 2008**

Minimum: Conferences as needed, Two Observations with Written Feedback

Month	Date	Topics Discussed, Notes

Signatures: Mentee _____ Mentor _____

Please complete the form, keep a copy for yourselves, put it in an envelope and place it in the Project Mentor's mailbox (Mr. Simpson, Mrs. Benson or Dr. Clark) in the Central office. (Refer to the mentoring checklist during conferences.)