**Mentor Log Activities**

Record **6 hours** of **instructional release time** every **month**.

Activities to include on your log:

**W/C**: Workshop/conference

* Teacher center classes - LS Trainings
* PD workshops - Out of District Trainings

**SM:** Scheduled Meetings

-Department meetings

-Grade level meetings

-Faculty meetings – Instructional or Non-Instructional - Mandatory

-LSCTA Meetings

-Committee Meetings

**-Completing Mentoring Paperwork**

(log, surveys, goal reflections, etc.)

**CO:** Classroom Observations

-Superintendent

-Principal

-Mentor teacher

-Intern Observations

-Third Party Teacher

-Visit another School

-Parent teacher conference

**HDR:** Half Day Release

-to attend conferences

-workshops

-observations

**FDR:** Full Day Release

-to attend conferences

-workshops

-observations

**DV:** Visit to another district

**IM:** Impromptu Meeting

**E:** E-mails

**P:** Phone Calls

**O:** Other

-chaperoning -RtI Meetings

-school functions -CSE/504 Meetings

-Club Advisor Meetings -Open House Preparation

-Field Trips