**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