

ACCEPTABLE MENTOR LOG

TWO WAY MENTOR INSTRUCTIONAL TIME FORM

District: Any District School Year: 2017-18

Bldg/
Program: Any Building Count: Fall Spring

INSTRUCTIONS: Complete the report below for each pupil in grades 6-12 enrolled in self-scheduled virtual learning courses. **There must be two-way contact between student and certified mentor at least once per week for each of the four (4) week count period. The interactions must be course content specific.** Documentation of this weekly contact must be available at the field audit.

Pupil's Name: Any Student Grade: 12

Mentor: Any Mentor

DATE	Contact Type (Check Box)				Comments:	Count Weeks for Certified Mentor Teacher Two-Way Interactions with Student Count Week = Wednesday through Tuesday	
	E=e-mail (with reply)	P=phone conversation	F=face to face	O=other		Week 1: W Oct 4 - T Oct 10	W Feb 14 - T Feb 20
10/6/2017			X		Student finished Chemistry. Talked about starting math tutorial.	Week 2: W Oct 11 - T Oct 17	W Feb 21 - T Feb 27
10/12/2017	X				Emailed student regarding progress. He emailed me back informing me that he has two sections left in Social Studies.	Week 3: W Oct 18 - T Oct 24	W Feb 28- T Mar 6
10/24/2017		X			Student took Social Studies final.	Week 4: W Oct 25 - T Oct 31	W Mar 7 - T Mar 13
10/28/2017	X				Student emailed me that he enrolled in English II. I emailed back to remind him to send his most current grade report.		

I certify that I am a professional employee of the district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record.

Signature of Mentor _____ Date _____