

UNACCEPTABLE MENTOR LOG

TWO WAY MENTOR INSTRUCTIONAL TIME FORM

District: Any District School Year: 2019-20

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: _____ 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 Week 1: W Oct 02 - T Oct 08 W Feb 12 - T Feb 18 Week 2: W Oct 09 - T Oct 15 W Feb 19 - T Feb 25 Week 3: W Oct 16 - T Oct 22 W Feb 26 - T Mar 03 Week 4: W Oct 23 - T Oct 29 W Mar 04 - T Mar 10
	E=e-mail (with reply)	P=phone conversation	F=face to face	O=other		
10/6/2019			X		Pulled student aside to talk about her grade in English. I expressed concern that her grades are very low. She said she would put in more effort.	
10/12/2019		X			Talked to student's mom about student being behind. Mom said she had a lot going on. I reminded her of expectations we set at the beginning of the year and she said she would talk to her daughter about doing better.	
10/16/2019			X		Discussed progress and told student she has been doing great the last two days.	
10/22/2019		X			Student is failing Chemistry. She said she would try harder to catch up.	
Unacceptable Reasons: 10/12/2019 spoke with student's mom and not student						
10/16/2019 does not contain content area						
10/22/2019 is also in week 3. There is no week 4 communication.						

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 _____