



Verification of Services Form

Mentor - Cycle One

The purpose of this document is to assure that you provided the services for all aspects of Cycle One. Please be honest when initialing the areas below. Please keep a copy of this document for your files and send or give the second copy to the designated site coordinator in your school/charter school. After reviewing the form, the lead mentor will provide you with the documents for Cycle Two.

Mentor: _____ School/District: _____

New Teacher: _____ School/District: _____

___ 1. I met with the new teacher and we established what will be expected of him/her in this cycle.

___ 2. We shared and discussed the Guiding Questions for Classroom Environment.

___ 3. I conducted the first observation of the new teacher in the class.

___ 4. I met the second time with the new teacher. We completed the discussion log and identified his/her area of focus.

___ 5. I conducted the second observation of the new teacher in the class.

___ 6. I attended the parent conference meeting.

___ 7. We met after the second observation to complete the discussion log, review the evidence of practice, and the new teacher determined his/her next steps which are _____.

___ 8. I offered the new teacher the opportunity to have me observe his/her interactions and movement. The decision was _____.

___ 9. I attended the Parent Conference Workshop with the new teacher and conducted the follow-up conversations after the actual conferences were conducted. *(If you do not conduct conferences, then you worked with the new teacher on communicating with parents through other media.)*

IMPORTANT: If you feel that the new teacher is not ready to move forward, but they are insisting on doing so, you should indicate your concerns in writing on this form. If you feel that the match is not working well, please indicate that on this form. Now is the time to express the concerns. *(Attach log of hours as required by site.)*

Mentor signature: _____ Date: _____