# Mentor Requirements for Payment of Stipend Year 2

- Meet regularly with beginning teacher and record meetings on mentor log checklist
- Submit 2nd Yr Mentor Log via Records by the deadline **each** semester:

| | |
|---|---|
| _____First Semester | December 20, 2023 |
| _____Second Semester | May 16, 2024 |

- Set the date for your first observation before school begins.
- Plan for and use the released time you have with your mentee.
- **MOST IMPORTANTLY, PROVIDE ANY NECESSARY ONGOING SUPPORT FOR YOUR BEGINNING TEACHER.**

***PLEASE CALL SUSAN CROWE ANY TIME YOU HAVE QUESTIONS, PROBLEMS OR SUGGESTIONS FOR IMPROVEMENT***

***659-3226***