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**RECORD OF INTERACTIONS FORM: QUARTER 2**

**Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Record mentor interactions on the chart below with a brief description of each session.**

**This document is to be submitted in word format only, no handwritten forms.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record of Interaction**  **(Requirement for Year: 18 hours minimum)** | | | | |
| **Date** | **Start Time** | **End Time** | | **Description** |
|  |  |  | | Collaborate with mentee to determine their professional learning needs and provide assistance with accessing available resources, including but limited to:   * Instructional coaches * Curriculum * Professional Learning Department * Instructional Technology * Data Analysts   Circle the area in which you provided assistance. |
|  |  |  | | Conduct (1) classroom observations: (1) mentor |
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|  |  |  | | Joint planning session(s) to consider learner expectations, assessment practices, time management, etc. |
|  |  |  | | Discuss professional growth tools related to MEES. (See artifacts in Toolbox) |
|  |  |  | | Conduct a search of effective classroom management strategies. Develop a classroom management plan. Submit classroom management Plan. |
|  |  |  | | Brainstorm methods to enhance positive parent communications |
|  |  |  | | Attend collaborative mentor training session, check mentee progress with documentation, and establish timeline for completion. |
| **List Other Interactions** | | | | |
| **Date** | **Start Time** | | **End Time** | **Description** |
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**Teacher’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor’s Signature Date**