****

**RECORD OF INTERACTIONS FORM: QUARTER 2**

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

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

**\* \* \***

**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  |
|  |  |  | Conduct (1) classroom observations: (1) mentor |
|  |  |  | 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher’s Signature Date**

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

 **Mentor’s Signature Date**