



# Clovis Municipal Schools

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## **Mentoring timeline and required forms for the year:**

### First Week:

**Mentor and Protégé Partnership Information Sheet** – to be filled out by both Mentor and Protégé and returned to the Personnel Office.

### September 30th:

**Non-Evaluative Observation Form 1**– Both the Mentor and Protégé need to complete 1 observation and return forms to the Personnel Office (total of 2).

**Compatibility Report** – To be completed by both the Mentor and Protégé and returned to the Personnel Office.

### December 15<sup>th</sup>

**Non-Evaluative Observation Form 2**– Both the Mentor and Protégé need to complete 1 observation and return forms to the Personnel Office (total of 2).

### Monthly:

**Mentor Time Log** – To be filled out by the mentor and returned monthly (email or snail mail) to the Personnel Office (Protégé will need to make and keep a copy). District expectation of time spent in mentor/new teacher partnership is four hours the first month, then two meetings per month for the remainder of the year.

If you need help with any of the forms or questions about the program, feel free to contact me:

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