

UNACCEPTABLE MENTOR LOG

TWO WAY MENTOR INSTRUCTIONAL TIME FORM

District: Any District School Year: 2020-21

Bldg/ Program: Any Building Count: Fall Spring

INSTRUCTIONS: Complete the report below for each pupil in grades K-12 enrolled in self-scheduled virtual learning courses. **There must be two-way contact between student and certified mentor at least once per week for each of the four (4) week count period. The interactions must be course content specific.** Documentation of this weekly contact must be available at the field audit.

Pupil's Name: _____ Grade: 12

Mentor: Any Mentor

DATE	Contact Type (Check Box)				Comments:	Count Weeks for Certified Mentor Teacher Two-Way Interactions with Student Count Week = Wednesday through Tuesday	
	E=e-mail (with reply)	P=phone conversation	F=face to face	O=other		Week 1: W Oct 07 - T Oct 13	W Feb 10 - T Feb 16
10/9/2020			X		Pulled student aside to talk about her grade in English. I expressed concern that her grades are very low. She said she would put in more effort.	Week 2: W Oct 14 - T Oct 20	W Feb 17 - T Feb 23
10/15/2020		X			Talked to student's mom about student being behind. Mom said she had a lot going on. I reminded her of expectations we set at the beginning of the year and she said she would talk to her daughter about doing better.	Week 3: W Oct 21 - T Oct 27	W Feb 24 - T Mar 02
10/25/2020			X		Talked to student, she is doing well.	Week 4: W Oct 28 - T Nov 03	W Mar 03 - T Mar 09
10/27/2020		X			Student is failing Chemistry. She said she would try harder to catch up.		
Unacceptable Reasons: 10/15/2020 spoke with student's mom and not student PARENT CONTACT OK AT ELEM LEVEL							
10/25/2020 does not contain content area							
10/27/2020 is also in week 3. There is no week 4 communication.							

I certify that I am a professional employee of the district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record.

Signature of Mentor _____

Date _____