

WORCESTER PUBLIC SCHOOLS
Mentor/Mentee Logs
CONFIDENTIAL

School year _____ School _____
 Mentor _____ Discipline _____
 Mentee _____

Mentoring logs need to be returned to Cheryl DeSignore, Staffing/Mentor Coordinator. The logs are submitted to Ms. DeSignore strictly for accountability reasons that have been put forth by the Massachusetts Department of Education regarding Induction/Mentoring programs and the Worcester Public Schools policy regarding some type of documentation for receiving payment. Also, this form documents that there have been various opportunities for mentors/mentees to consult and work with each other throughout the school year. Mentors should fill out one form for each mentee they are assigned.

Please document the date, location and general topics that are discussed at each meeting. Meetings may take the following forms: pre-arraigned meetings, conference (pre-post), observation, feedback/reflection conferences, telephone conversations, email correspondence, before and after school discussions and off-site gatherings.

DATE	LOCATION	TOPIC(S)	SUGGESTIONS/FEEDBACK

