

# UNACCEPTABLE MENTOR LOG

## TWO WAY MENTOR INSTRUCTIONAL TIME FORM

District: Any District School Year: 2021-22

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 <b>Count Week = Wednesday through Tuesday</b> Week 1: W Oct 06 - T Oct 12      W Feb 09 - T Feb 15 Week 2: W Oct 13 - T Oct 19      W Feb 16 - T Feb 22 Week 3: W Oct 20 - T Oct 26      W Feb 23 - T Mar 01 Week 4: W Oct 27 - T Nov 02      W Mar 02 - T Mar 08
	E=e-mail (with reply)	P=phone conversation	F=face to face	O=other		
10/9/2021			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.	
10/15/2021		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.	
10/25/2021			X		Talked to student, she is doing well.	
10/26/2021		X			Student is failing Chemistry. She said she would try harder to catch up.	
Unacceptable Reasons: 10/15/2021 spoke with student's mom and not student <b>PARENT CONTACT OK AT ELEM LEVEL</b>						
10/25/2021 does not contain content area or progress.						
10/26/2021 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 \_\_\_\_\_