

**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
SECOND SEMESTER MENTOR CHECKLIST**

Mentee: _____ Mentor: _____

Campus: _____ Date: _____

Monthly visit during second semester

Suggested Focus for Monthly Meetings	Date	Meeting Notes
January Gradebook, evaluation tips, classroom management, STAAR information, and tutorials. By January 31: In January, mentor observes new teacher and turns in January New Teacher Instruction & Observation Form.		
		*Email New Teacher Observation Form
		to Mentee Support Team by January 31 st
February Parent communication, student intervention plans, lesson plans, and student referrals for special programs. March Field trips, report cards, active instruction (to combat spring fever). April Professional development, teaching without the textbook, and review end-of-year procedures.		
By April 30: Second Semester Mentor Checklist due by April 30.		*Email Second Semester Checklist to
		Mentee Support Team, by April 30

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

***All second semester paperwork must be received by Mentee Support Team no later than April 30 for second semester mentor payment to be issued.**