

# Mentoring Record Keeping Sheet



**SED Requirements:**

Time allotted for mentoring: which may include but shall not be limited to scheduling common planning sessions, releasing the mentor and the new teacher from a portion of their instructional and /or non-instructional duties, and providing time for mentoring during conference days, before and after school and during summer orientation.

BOCES Requirement – Minimum of 25 hours of direct contact time with the mentor and the mentee.

**SED Record Keeping – Regulation requires BOCES to retain:**

- The names and the teacher certificate numbers of the mentors and the mentees
- The type of mentoring activities (not what happened)
- The number of clock hours successfully completed in the mentoring activity (note – there is no set amount of hours mandated by the state)
- Record of professional development successfully completed by mentees (name of the staff development program, number of hours completed, date and location of the staff development)
- Records must be kept for seven years and be available for review by SED

<b>Mentee's Name</b>		<b>Teacher Certificate Number</b>	
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<b>Mentor's Name</b>		<b>Teacher Certificate Number</b>	
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Type of Activity	Number of Clock Hours	Date	Location	Mentee Initials	Mentor Initials
<b>Total</b>					

Reproduce this sheet as needed.

**Date of first visitation** \_\_\_\_\_

**Location** \_\_\_\_\_

**Date of second visitation** \_\_\_\_\_

**Location** \_\_\_\_\_