\*This form is to be completed by Mentor for processing through payroll – a new form must be completed every year.

Date:

Mentor Name:

Inductee Name/Year of Induction:

Beginning Mentor Date:

Date of New Mentor Orientation Completion:

Mentors of 1st Year Inductees:

* Mentor/Inductee Log With 9 Contacts:  Complete Date:
* Inductee’s Portfolio Complete and Reviewed by Mentor:  Complete Date:

Mentors of 2nd Year Inductees:

* Mentor/Inductee Log With 9 Contacts:  Complete Date:
* Monitor and Consult With Inductee 3 Courses through Safe Schools Site:  Courses Complete

Mentors of 3rd Year Inductees:

* Mentor/Inductee Log With 9 Contacts:  Complete Date:
* Monitor and Consult With Inductee 3 Courses through Safe Schools Site:  Courses Complete

Mentors must attach the IU 1 Staff Inductee Checklist, Mentor/Inductee Log, Supervisor’s Checklist (Obtained by Inductee in Year 3) and Supporting Documents and return copies to the Inductee’s Supervisor and IU 1 Curriculum Department to be compensated.

Signatures:

Mentor: Date:

Supervisor of Curriculum: Date:

Payroll: Date:

Amount: