



RECORD OF OBSERVATION AND RECORDING TIME - FALL SEMESTER
 EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 59279 (08-2016)



Instructions for Mentor:

1. Document the time you spend on Observations and Recording to fulfill your requirements.
2. Give a copy of this completed form to your first-year teacher
3. Attach this form to the SFN 59233 Request for Payment of Mentor Stipend (along with other required forms) and present to the first-year teacher's building administrator for verification. When signed, send to Teacher Support System office.

Year	
Name of Mentor	Mentor's School
Name of First-year Teacher	First-year Teacher's School

MENTOR OBSERVES FIRST-YEAR TEACHER (15 minute minimum each observation)

Month	Date	Time of Observation	Duration of Observation	Class Observed
September				
October				
November				

FIRST-YEAR TEACHER IS RECORDED (15 minute minimum)

Month	Date	Time of Recording	Duration of Recording	Date of Discussion with Mentor
October				

FIRST-YEAR TEACHER OBSERVES OTHER TEACHERS (minimum of 360 minutes required first semester)

Month	Date	Time of Observation	Duration of Observation	Name of Teacher Observed	Class Observed
Total minutes observed =					

We certify the above is an accurate report of our observation experiences.

First-year Teacher Signature	Date
Mentor Signature	Date
Building Administrator Signature	Date