



REQUEST FOR PAYMENT OF MENTOR STIPEND
 EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 59233 (06-2011)

Instructions for Mentor:

1. Complete form below
2. Attach:
 - a. Completed SFN 59229 Mentor Record of One-on-One Meetings form
 - b. Completed SFN 59228 First-Year Teacher Record of One-on-One Meetings form
 - c. Completed SFN 59279 Record of Observation Time
3. Submit to first-year teacher's building administrator for her/him to sign and mail OR obtain administrator's signatures and mail forms yourself to **TSS Mentor Project, 2718 Gateway Avenue, Suite 303, Bismarck, ND 58503**

Instructions for First-year Teacher's Building Administrator: Verify completion of all requirements. Sign and return to mentor OR mail to **TSS Mentoring Project, 2718 Gateway Avenue, Suite 303, Bismarck, ND 58503.**

| | | |
|--|--------------------------------------|---|
| Date Submitted | | |
| Name of Mentor | Mentor's School | ND Educator's Professional License Number |
| Home Mailing Address (include street or PO number, City, State and Zip Code) | | |
| Name of First-year teacher | First-year Teacher's School | |
| Name of First-year Teacher's Building Administrator | | |
| Stipend requested for: | | |
| <input type="checkbox"/> Fall 2011 | <input type="checkbox"/> Spring 2012 | <input type="checkbox"/> Fall 2012 <input type="checkbox"/> Spring 2013 |

Requirements:

- Completion of a minimum of 15 hours of one-on-one conferencing with first-year teacher
- Completion of minimum time of observing first-year teacher
- Completion of minimum of videotaping of first-year teacher
- Attendance at Mentor Seminar

I have completed all of these requirements and request payment of the stipend.

Signature of Mentor **X** _____ Date _____

Signature of Administrator **X** _____ Date _____

All tools for the Teacher Support System Mentoring Grant can be found online at <http://www.nd.gov/espb/profdev/forms.html>