



RECORD OF OBSERVATION AND RECORDING - SPRING SEMESTER
 EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 60347 (03-2018)



Instructions for Mentor:

1. Document the time you spend on Observations and Recording to fulfill your requirements.
2. Give a copy of the 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 the ND 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	Observation Focus
January				
March				
April				

FIRST-YEAR TEACHER IS RECORDED (15 minute minimum)

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

FIRST-YEAR TEACHER OBSERVES OTHER TEACHERS (minimum of 180 minutes required second semester)

Month	Date	Time of Observation	Duration of Observation	Name of Teacher Observed	Observation Focus

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

For questions, contact Erin Jacobson, NDTSS Coordinator at 701.328.9644 or ecjacobson@nd.gov
 All forms for the Teacher Support System Mentoring Program can be found online at <https://www.nd.gov/espb/resources-mentoring-program-1>
 ESPB does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws.