



# Verification of Services Form

## Mentor- Cycle One

New Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**The purpose of this document is to assure that you provided the services for all aspects of the cycle one. Please be honest when initially the areas indicated below. Please keep a copy of this document for your files and send or give the second copy to the designated site coordinator in your school/charter school. After reviewing the form, the lead mentor will provide you with the documents for cycle two documents.**

- \_\_\_ 1. I met with the new teacher and we established what will be expected of him/her in this cycle.
- \_\_\_ 2. We shared and discussed the guiding questions for Classroom Environment.
- \_\_\_ 3. I set up a time to come and observe the class.
- \_\_\_ 4. I met the second time with the new teacher. We completed the discussion log and identified his/her area of focus.
- \_\_\_ 5. I conducted my second observation.
- \_\_\_ 6. We met to complete the discussion log, review the evidence of practice, and the new teacher determined his/her next steps which are \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 7. I offered the new teacher the opportunity to have me observe his/her interactions and movement. The decision was \_\_\_\_\_
- \_\_\_ 8. I attended the parent conference meeting with the new teacher and conducted the follow-up conversations after the actual conferences were conducted. (If you do not do conferences, then you worked with the new teacher on communicating with parents through other media.)

**IMPORTANT:** If you feel that the new teacher is not ready to move forward, but they are insisting on doing so, you should indicate your concerns in writing on this form. If you feel that the match is not working well, please indicate that on this form. Now is the time to express the concerns.

Signature of mentor \_\_\_\_\_ Attach log of hours as required by site.