

# First and Second Year Mentoring Documentation Calendar

Suggestions for weekly meeting topics can be found on the “CollaborationCalendar for new teacher mentoring”. Please write a brief description of the topic(s) discussed each week on this calendar, fill in the date, and make sure both the mentor and mentee sign.

Each month you will need to turn in a copy of the documentation calendar to your school mentor coordinator.

August	
<p style="text-align: center;"><b>Week 1</b></p> <p style="text-align: center;">DATE _____</p> <p>Mentor _____</p> <p>Mentee _____</p> <p style="text-align: center;">Clearly Print Name</p>	
<p style="text-align: center;"><b>Week 2</b></p> <p style="text-align: center;">DATE _____</p> <p>Mentor _____</p> <p>Mentee _____</p> <p style="text-align: center;">Clearly Print Name</p>	
<p style="text-align: center;"><b>Week 3</b></p> <p style="text-align: center;">DATE _____</p> <p>Mentor _____</p> <p>Mentee _____</p> <p style="text-align: center;">Clearly Print Name</p>	
<p style="text-align: center;"><b>Week 4</b></p> <p style="text-align: center;">DATE _____</p> <p>Mentor _____</p> <p>Mentee _____</p> <p style="text-align: center;">Clearly Print Name</p>	

**Notes:** Signed monthly calendar due to mentor coordinator at the end of each month

# September

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	

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# October

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	

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# November

Week 1

DATE \_\_\_\_\_

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_

Week 2

DATE \_\_\_\_\_

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_

Week 3

DATE \_\_\_\_\_

Mentor \_\_\_\_\_

Mentee \_\_\_\_\_

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# December

Week 1  
DATE \_\_\_\_\_

Mentor \_\_\_\_\_  
Mentee \_\_\_\_\_

Week 2  
DATE \_\_\_\_\_

Mentor \_\_\_\_\_  
Mentee \_\_\_\_\_

Week 3  
DATE \_\_\_\_\_

Mentor \_\_\_\_\_  
Mentee \_\_\_\_\_

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# January

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	

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# February

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	

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# March

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name</p>	

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# April

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 4 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	

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# May

<p>Week 1 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week 2 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	
<p>Week3 DATE _____ Mentor _____ Mentee _____ Clearly Print Name _____</p>	

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