CONTACT LOG

Please log observations, meetings, formal and informal conferences, email correspondence, phone conversations, and "drop-by" visits as contacts with the teacher. You may insert additional lines if you need more space for documenting contacts. Complete and submit a copy of this form to the building administrator twice a year (preliminary and final). Keep a copy for your records.

DATE	**TYPE OF CONTACT** (Specify type of contact)	**DESCRIPTION** (Provide specific comments on the meeting/observation or the results of the contact)	**Mentor Initials**	**Teacher Initials**

_____ _____

Teacher Signature *Date*

_____ _____

Mentor Signature *Date*