



## **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.

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

---

*Teacher Signature*

---

*Date*

---

*Mentor Signature*

---

*Date*