



Mentor Checklist

Typical Tasks for Mentors to Consider at Each Time of Year

[Mentor Role](#) | [BOY](#) | [MOY](#) | [EOY](#)

Mentor Role & Support

- ☐ Review your [Mentor Role](#) document and think about your role & needs as a Mentor in your current context.
 - ☐ Training Role
 - As a Mentor in your content, what content are you responsible for training?
 - ☐ Implementation Support Role
 - As a Mentor in your context, what implementation supports are you responsible for?
 - ☐ Background Knowledge
 - What areas might you want or need to plan for your professional learning as a Mentor?
 - ☐ Agency Supports
 - What support (coordination, time, professional learning, communication, and/or credentials) might you need to plan or revisit with the agency where you are acting as a Mentor?
- ☐ Register for and complete your **Annual Mentor Renewal** (December-January) to maintain active mentor status.

Beginning of Year (BOY)

Data Management Tasks:

- Consider the [setup tasks](#) for returning or new ALO users
 - ☐ [New Users](#)
 - ☐ [Returning Users](#)

Training Considerations:

- Are there new staff members who need to be trained in Essential and/or Data Interpretation?
- Refresher Planning
 - ☐ Review training materials and determine what to prioritize for your context
 - ☐ Review response patterns for clues on what scoring rules to prioritize for review

Data Collection & Analysis Planning:

- Data Collection Schedule Created & Shared
- Do you have a plan for shadow scoring with those collecting data?
- Data Analysis scheduled & planned for:
 - ☐ Grade Level Teams
 - ☐ Building Leadership Team
 - ☐ Intervention Team
 - ☐ District Team
- Schedule & Plan between benchmark meetings to Review PM & Monitor Plan

Middle of Year (MOY)

Data Management Tasks:

- ☐ Monitor [ALO license usage](#)

Training Considerations:

- Is recalibration possibly needed? If so, have you scheduled Refresher training for those who collect Acadience Data?
- Refresher Planning
 - ☐ Review training materials and determine what to prioritize for your context
 - ☐ Review response patterns for clues on what scoring rules to prioritize for review

Data Collection & Analysis Planning:

- Data Collection Schedule Created & Shared
- Do you have a plan for shadow scoring with those collecting data?
- Data Analysis scheduled & planned for:
 - ☐ Grade Level Teams
 - ☐ Building Leadership Team
 - ☐ Intervention Team
 - ☐ District Team
- Schedule & Plan between benchmark meetings to Review PM & Monitor Plans

End of Year (EOY)

Data Management Tasks:

- ☐ Monitor [ALO license usage](#)

Training Considerations:

- ☐ Is recalibration possibly needed? If so, have you scheduled Refresher training for those who collect Acadience Data?
- ☐ Refresher Planning
 - ☐ Review Acadience Refresher Materials and determine what to prioritize for your context
 - ☐ Review response patterns for clues on what scoring rules to prioritize for review

Data Collection & Analysis Planning:

- ☐ Data Collection Schedule Created & Shared
- ☐ Do you have a plan for shadow scoring with those collecting data?
- ☐ Data Analysis scheduled & planned for:
 - ☐ Grade Level Teams
 - ☐ Building Leadership Team
 - ☐ Intervention Team
 - ☐ District Team
- ☐ Schedule & Plan between benchmark meetings to Review PM & Monitor Plans
- ☐ Consider how data could inform any summer support being planned
- ☐ Consider how data could be used with beginning-of-year data (e.g., classroom planning, validating BOY data, etc.)