ARKANSAS DEPARTMENT OF EDUCATION

BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Administrator/Mentor Contact Log

Minimum Contact Hours: 10 per Semester - 20 Total Hours

Date	Length of Visit	Topics Covered	Mentor Initials	B.A. Initials

The BA and Mentor must have a total of ten (10) contact hours per semester. Four (4) hours per semester may include phone calls, emails, or joint workshop attendance. Workshop attendance hours may be counted as face to face contact provided both mentor and BA reflect on the topic of the workshop. Six (6) contact hours per semester must be face to face meetings allowing for joint collaboration enhancing the role of the Administrator. The topics may include but are not limited to topics documented on the Professional Learning Plan approved at the July/September Training. **No more than two "face to face" contact hours may be logged at the Administrator Induction Program Training for time spent collaboratively working on the BA's Professional Learning Plan.**

The signatures below certify that the time and topics reported on this form are accurate.

Beg. Administrator: _____ Mentor: _____

Project Director: _____ Date: _____