ARKANSAS DEPARTMENT OF EDUCATION

BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Administrator/Mentor Contact Log

Contact Hours: Minimum of 10 hrs per semester (total of 20 hrs)

Beginning Administrator's Name: _____

School assigned to: _____

Date	Length of Visit	How did this session relate to the PLP	Mentor Initials	B.A. Initials

The BA and Mentor must have a total of ten (10) contact hours <u>per semester</u>:

<u>No more than two (2) "face-to-face" contact hours may be logged at the Beginning Administrator Induction Training for time spent collaboratively working on the BA's Professional Learning Plan.</u>

- Four (4) hours may include phone calls, emails, or joint workshop attendance.
- Six (6) contact hours per semester must be face-to-face meetings allowing for collaboration to enhance the performance of the Beginning Administrator.
- Workshop attendance hours may be counted as face-to-face contact provided both mentor and BA reflect on the topic of the workshop.
- The collaboration may include, but is not limited to, topics documented on the Professional Learning Plan approved at the July/September Training. (This form remains with the school district. Do not send to ADE.)

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

Beg. Administrator: _____ Mentor _____

Project Director: _____ Date: _____