



# Illinois State Board of Education

100 North First Street, E-240  
Springfield, Illinois 62777-0001



STATE OF ILLINOIS  
MENTORING AND INSTRUCTIONAL COACHING LOG

## EDUCATOR EFFECTIVENESS DEPARTMENT

**DIRECTIONS:** Districts are required to provide high quality mentorship and instructional coaching to teachers who do not yet hold a professional educator license and who have obtained a short-term approval based on their knowledge of the content to be taught. Mentoring and coaching much occur on a weekly basis for the duration of their time working on the approval. This log shall be completed by the mentor/instructional coach of the teacher and must provide record of weekly meetings at a minimum. The district shall submit the completed log to its Regional Office of Education/Intermediate Service Center at the end of each school year, and no later than June 30 of each year. The Chicago Public Schools Talent Office shall establish a means of collecting yearly logs from each school and submit logs to the Illinois State Board of Education at [licensureforms@isbe.net](mailto:licensureforms@isbe.net) by June 30 of each school year.

EDUCATOR NAME (Last, First, Middle, Maiden)	IEIN
MENTOR/INSTRUCTIONAL COACH NAME (Last, First, Middle, Maiden)	IEIN
SCHOOL DISTRICT NAME	

What Was Worked On and/or Discussed?	Notes, Reflections, and Possible Next Steps
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**End of The Year Reflection of the Educator's Growth as a Teacher (Completed by Mentor/Instructional Coach)**

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**SIGNATURES**

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*District Superintendent Name*

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*Original Signature*

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*Date*

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*Mentor Name*

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*Original Signature*

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*Date*

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*Educator Name*

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*Original Signature*

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*Date*