



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. 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 by the end of each school year.

Mentor/Instructional Coach must complete this form and collect signatures before emailing to licensureforms@isbe.net.

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

I understand that this short-term approval is valid for three full fiscal years and that I must (1) complete an educator preparation program and (2) apply for the professional educator license prior to the short-term approval expiring. Furthermore, I verify my enrollment or intent to enroll in coursework required as part of a state-approved educator preparation program.

Educator Name

Digital or Original Signature

Date

End of The Year Reflection of the Educator's Growth as a Teacher (Completed by Mentor/Instructional Coach)

Empty box for reflection content.

SIGNATURES

District Superintendent Name

Original Signature

Date

Mentor Name

Original Signature

Date

Educator Name

Original Signature

Date

What Was Worked On and/or Discussed?	Notes, Reflections, and Possible Next Steps
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