



Mentor Teacher Form

Type or Print

Teacher Interns Name : _____

****Date the Mentor Teacher was assigned:** _____

Mentors Name: _____

Mentors Experience: _____ Yrs Mentor SS# or TEA ID # _____ ***REQUIRED***

Mentors Campus: _____

Mentors Campus Phone: _____

Mentors School District: _____

Mentors Area(s) of _____

Certification _____

Mentors Mailing Address: _____

City: _____ St: _____ Zip: _____

Mentors Email Address: _____

Mentor's Ph#: _____

MENTOR RESPONSIBILITIES

A mentor teacher must:

- = Hold a current and valid Texas Standard Teaching Certificate.
- = Be recommended by the campus Principal or designee as a model and experienced teacher.
- = Attend A Mentor Teacher Training Certification Course .
- = Hold a current Mentor Certificate when assigned to Intern.
- = Provide constructive and useful feedback, guidance and assistance to the intern on a regular basis.
- = Assist in maintaining any necessary log entries.

I understand the mentor teacher requirements as listed above and in accordance with the Texas Education Code 21.458. I do affirm that I will assist the above listed intern during their internship period to the best of my ability

 Mentor Teacher Signature Date

 Principal/Designee Signature Title Date

 Principal/Designee Printed Name Principal/Designee EMAIL ADDRESS

**SOUTH TEXAS TRANSITION TO TEACHING , ACP
MENTOR TEACHER FORM**

PLEASE READ CAREFULLY

The attached document is a State and program requirement for South Texas Transition to Teaching, ACP Interns

Acceptable submissions:

- * **dropped off or mailed to the following location:**

South Texas Transition to Teaching, ACP

4426 S. McColl Rd

Edinburg, Tx 78539

Tel. (956) 631-4424

- * **Email: ONLY THE MENTOR OR THE PRINCIPAL CAN EMAIL THE COMPLETED FORM**

In accordance with Texas Education Code §21.458, please verify the following information:

- 1 The mentor teacher has their standard teaching certification.
 - a. Preferably on the same campus as the intern.
 - b. Preferably in the same content area as the intern.
- 2 Must have a minimum of three years of service.
- 3 Must provide constructive and useful feedback, guidance and assistance to the intern.
- 4 The mentor must complete a mentor teacher training provided by: SoTex ACP

Use of information gathered:

- I. **The following personal contact information is gathered for the purpose of reporting to the Internal Revenue Service (IRS).**
 - a. Mentor's Name
 - b. Address
 - c. Social Security / TEA ID Number
 - d. Phone Number
- II. **The following information is required by South Texas Transition to Teaching, ACP, and the Texas Education Agency (TEA).**
 - a. Mentor's Name
 - b. Mentor's Experience
 - c. Mentor's Email
 - d. Mentor's Campus
 - e. Principal/Designee Name
 - f. Principal/Designee Title
 - g. Principal/Designee E-Mail Address

This information may be required for annual reports, audits or survey information and must be completed to receive compensation.

South Texas Transition to Teaching, ACP strictly adheres to the Family Educational Right and Privacy Act (FERPA). Any and all information acquired will remain private and will only be made available to authorized South Texas Transition to Teaching-ACP Personnel and the Texas Education Agency. This information, under no circumstances, will be shared, sold or distributed to any unauthorized third party.

Please be aware that failure to complete or return the Mentor Teacher Form within weeks of 1st day of work will result in delay of certification and forfeiture of mentor compensation. Payment may be collected at our office if intern has completed their internship. Please bring a valid picture ID, a social security card and proof of mentor teacher training(s).