***Diocese of Wilmington***

***Catholic Schools Office***

***Mentoring Program – Year 1***

**PORTFOLIO SUBMISSION**

* Check that all of the contents required in Mentoring Portfolio are completed.
* All information should be professionally presented – typed, spelling/grammar/punctuation checked.
* Have mentor review that all information is completed properly and sign-off on this submission form before meeting with the Superintendent of Schools.
* Arrange a meeting with the Superintendent of Schools to review the portfolio at the school site. The mentor does not participate in the meeting.

**DOCUMENTATION**

Please place a copy of the following items in your portfolio.

* Mentee Log
* Observation Form One
* Discussion Log One
* Mentor Teacher Observation Form – Observation of Mentor
* Observation Form Two
* Discussion Log Two
* Master Teacher Observation Form – Observation of a Teacher Other than Mentor
* Attendance Certificate – Professional Development Day
* Attendance Certificate – School / Personal Professional Development Program

***Portfolio is complete and has been reviewed by***

***Mentor Date***

***Superintendent or Designee Date***

*Revised 09/2025*