



# ARKANSAS DEPARTMENT OF EDUCATION

## INDUCTION/MENTORING School District Induction Assurances Form

School Year: \_\_\_\_\_

School District: \_\_\_\_\_ LEA #: \_\_\_\_\_

School District Project Director: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**The school district assures:**

1. Adherence to Arkansas guidelines and expectations for mentoring.
2. Standard accounting practices will be followed for grant funds.
3. The following fiscal and program forms will be submitted in the online Arkansas Teacher Licensure Accountability System (ATLAS) by their respective due dates.

School District Induction Assurances Form ..... September 15<sup>th</sup> Novice  
 Teacher/Beginning Administrator Mentor Pairing Forms.. September 30<sup>th</sup> End-of-Year  
 Budget Report..... July 31st

4. Each Mentor/Novice Teacher pair will be provided **meeting time on a regular weekly basis** to spend together for mentoring.
5. Each Novice Teacher will be paired with a Mentor who is in the same building and as close to grade and subject level as possible.
6. Novice Teachers, Beginning Administrators, the assigned mentors, and the School District Project Director will be released to attend mandatory, statewide meetings scheduled by the ADE.
7. Each Beginning (Building Level or Curriculum/Program) Administrator will be paired with an appropriate mentor who will adhere to the ADE fiscal and operational guidelines for Beginning Administrator Licensure and Mentoring.

**Project Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><i>School District Induction Assurance Form must be completed, signed, and uploaded to ATLAS no later than September 15<sup>th</sup>.</i></p>
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