



Paperwork Checklist for CIT Mentors Supporting Interns



Month	Task	
August- September	Complete or Update CIT Mentor Data Google Form .	
	Initial Contact with Intern; First Meeting.	
	Complete CIT Teacher Data Google Form (for each teacher you support).	
	Complete/Discuss CIT Intern Self-Assessment (not submitted).	
	Track contacts, take notes in Mentor Log (not submitted, ongoing).	
	Provide written feedback with CIT Collaborative Mentor-Intern Feedback Form . Share with Intern (ongoing).	
	Introduce yourself to Intern's administrators (contact monthly).	
	Open CIT Google Classroom Mentor Calendar (update monthly).	
September- June Ongoing	Visit Intern. Track contacts, take notes, collect evidence in Mentor Log .	
	Provide Written Feedback with CIT Collaborative Feedback Form .	
	Contact CIT Office if Intern is struggling. Complete/Discuss/Sign/Submit Statement of Concern , if needed.	
	Update CIT Google Classroom Mentor Calendar (monthly).	
	Contact Intern's Administrator and/or Principal (monthly).	
October- November	Prepare/Complete/Discuss/Sign/Submit First Intern Status Report (due at November Mentor Forum).	
	Intern completes Intern Report on Mentor . Discuss/Sign/Submit with Intern (due at November Mentor Forum).	
	Schedule CIT Panel Observation and Mentor Peer Observation (any time before March 31)	
December- March	Complete/Sign/Submit Intern of the Year Nomination , if applicable (by February 15).	
	Prepare/Complete/Discuss/Sign/Submit Second Intern Status Report (due at March Mentor Forum)	
	Intern completes Intern Report on Mentor . Discuss/Sign/Submit with intern (due at March Mentor Forum).	
	Schedule/Complete/Submit CIT Mentor Peer Observation Reflections (by March 31).	
April- June	If not recommending Intern for continuation, consult director and complete Intern Final Report by April 15.	
	Complete/Discuss with Intern the CIT Intern End-of-Year Self-Assessment (not submitted).	
	Prepare/Complete/Discuss/Sign CIT Intern Final Report (by May 25). Submit to CIT Panel Contact at Mentor Review of Records Meeting.	
	Printout CIT Google Classroom Mentor Calendar and PD Log . Submit to CIT Panel Contact at Mentor Review of Records Meeting.	
	Complete CIT Mentor Review of Records meeting with CIT Panel Contact.	

Forms and other Resources at www.rcsdk12.org/CIT/Resources