



Professional Development Opportunity Notification

- Mandatory Attendance**
 Optional Attendance
 Original Notification
 Revised Notification
Revision Date: _____

The following Professional Development opportunity is available for:

- | | |
|---|---|
| <input type="checkbox"/> School Administrators | <input type="checkbox"/> Librarians |
| <input checked="" type="checkbox"/> Teachers | <input type="checkbox"/> Attendance Counsellors |
| <input type="checkbox"/> School / Board Secretaries | <input type="checkbox"/> I.T. Staff |
| <input type="checkbox"/> Educational Assistants | <input type="checkbox"/> Custodians |
| <input type="checkbox"/> Early Childhood Educators | |

Initiative Name: New Teacher Induction Program

Event Title: Release days for Mentoring for NTIP teachers and mentors -ongoing 15/16 school year

Date: Fill in **Time:** _____

Location: various schools
(Location - advise if: On Site / Teleconference / Videoconference)

Event Co-ordinator: Shelley Gladu

Initiative Code: 1500

For NTIP teachers and Mentors or Experienced teachers who may not be the regular mentor. For release time for mentoring activities only - including classroom observations. This is NOT for PD.

An outline of the number of days allotted to NTIP teachers has been provided to administrators and teachers. Accessing more than the allotted day requires permission from the NTIP Board Lead.

The codes will cover any mentoring expenses: supply costs, travel costs, meals if necessary. It does not cover salary for the teacher or mentor.

Codes: 1st year teachers 1501 2nd year teachers 1502 all mentors 1503

Additional Information:

H12-006 forms MUST be also completed by the teacher and signed off by the administrator on behalf of Shelley Gladu EACH time a teacher and mentor request release time for a mentoring activity even if there is no cost involved.

Invoicing (to be completed by all staff requiring the issuance of an invoice):

Name/Company:	
Address:	
Phone Number:	

Please attach reimbursement guidelines - Invoice cannot be sent without these.

E-mail this form to Andrea Gauthier at agauthier@sgdsb.on.ca advising of the opportunity.

Board Office Use Only: Event posted to Professional Development and Committee Events List

H12-009

2014 03 Rev