



NWTU Mentorship Release Form

One half-day release for Mentorship purposes may be annually requested by an NWTU member who is:

- within the first 5 (five) years of their career
- new to a significantly different role
- mentoring a member as identified above

Release time is provided through a one-time fund that will only be available as long as sufficient funds remain.

- Please email the completed form to the NWTU office at nwtuadmin@telus.net **10 school days prior to the date requested.** You will receive a response email that will include instructions on how to book your release time.

Name: _____ School: _____

Please select one of the following:

- ☐ Full-time teacher
- ☐ Part-time teacher, requesting mentorship time on a scheduled work day
- ☐ Part-time teacher, requesting mentorship time on a non-work day
- ☐ TTOC without a contract

Phone: _____

Personal Email: _____

Mentorship Date Requested: _____

Location for Planned Activity: _____

Activity Planned (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Classroom observation | <input type="checkbox"/> Assessment support |
| <input type="checkbox"/> Team teaching or collaboration | <input type="checkbox"/> Report card writing (first time writing only) |
| <input type="checkbox"/> Lesson or Unit Planning | <input type="checkbox"/> IEP/AIP writing (first time writing only) |
| <input type="checkbox"/> Classroom management consultation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Meeting with Mentor/Mentee/Facilitator | |

For NWTU office use only

Date received

NWTU President Approval Signature

- ☐ Confirmation email sent to member