



NORTH COAST SCHOOL OF EDUCATION

REQUEST for MENTOR REASSIGNMENT



Policy: If at any time the match between a Mentee and the Mentor is perceived as unsuccessful for any reason, this match may be revised/reassigned.

Procedure:

1. In general, it is the responsibility of the participants to inform the program (usually through their Program Lead/Coordinator) of a mismatch. However, on rare occasions, Mentors who are not able to complete their duties may be asked to resign in order to allow a new Mentor to take over.
2. A Mentee or a Mentor may request a new match to a District Coordinator, Regional Director, Program Lead/Coordinator or the Executive Director at any time.
3. Upon receipt of a request for a new match, the program leader secures confidential information from both the Mentee and the Mentor. Efforts are made to maintain respect and dignity for all those involved and to collaboratively determine a solution to the presented issue(s).
4. The program leader implements the solution and monitors the new match, if a new match was determined to be the best solution. Appropriate information is shared as needed.

Note: There are times when the Mentor has provided partial services, attended meetings, and/or has a signed agreement for compensation with the district and/or the North Coast School of Education (NCSOE). The reassignment of Mentors will include consideration to prorate compensation. The newly-assigned Mentor's compensation will also be prorated depending on the time remaining in the school year and the duties to be completed.

The above policy and procedures were carefully considered and the following reassignment has been recommended and approved by the North Coast School of Education (NCSOE):

Mentee: _____
Print Name *Signature*

Current Mentor: _____ New Mentor: _____

Approval:

NCSOE Regional/Executive Director: _____
Signature

District Authorized Representative: _____
Print Name *Signature*

Effective Date of Reassignment: _____

Notes/Comments:

Note: You may distribute copies of this completed document to all parties involved.