

## To all LMTC's and Mentors

- **May 19, 2009** - Deadline to record mentoring activities via the AISD Mentor Teacher On-Line Documentation system. (<https://access.austinisd.org>)

**If you do not know your password go to the Access website (<https://access.austinisd.org>), click on Staff, click on Retrieve lost password and your password will be sent to your AISD e-mail address from Webmenu.**

- **May 26, 2009** - Deadline to submit supplement pay forms to PDC office. (*Please write your campus name in the upper right corner on the pay form*). The supplemental pay will be included in the July paycheck. **After this date the funds will not be available for disbursement. No late supplemental pay forms will be accepted.**

**LMTC's coordinate completion and submission of supplemental pay forms for their campus. LMTC's will send supplemental pay forms to Shirley Harder at PDC. Only send a supplemental pay form for those who have met their required mentoring hours and recorded mentoring activities via the On-Line Documentation system and have attended Tier 1 Training. Tier 1 information must be entered on the Mentor Teacher Profile. (*Please write your campus name in the upper right corner on the pay form*).**

- **36 hours minimum (full year) \$400.00 Stipend for Mentors of Teachers in First Year of Teaching Experience.**  
**18 hours minimum (1/2 year) \$200.00 Stipend for Mentors of Teachers in First Year of Teaching Experience.**
- **26 hours minimum (full year) \$300.00 Stipend for Mentors of Teachers in Second Year of Teaching Experience.**  
**13 hours minimum (1/2 year) \$150.00 Stipend for Mentors of Teachers in Second Year of Teaching Experience.**

**Early completion of required On-Line Documentation and receipt of supplemental pay forms received by April 30, 2009 will allow stipend to be paid in the May 30th paycheck.**

**Documentation of your support is directly correlated to our accountability for mentor program funds. In addition PDC staff review the areas of support provided, which in turn informs professional learning decisions for our new teachers.**

**Thank you for your continued support and dedication in helping our novice teachers grow in our school district.**

**AISD Professional Development Center      3808 Keats Drive Austin, TX 78704**

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