

Ga Parent Mentor Partnership Contacts Tracking Explanations

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<u>CATEGORIES TRACKED</u>	<u>EXPLANATION</u>
Calls/ Emails	These are calls to and from a parent. Each call you take or make is counted. Each email you send and receive is counted.
Home Visits	Each home visit is counted as one.
IEP Meetings	Each IEP Meeting is counted as one.
Mass Emails / Bulk Mail/ Newsletter	Insert the number of mass emails or bulk mail during that month.
Parent Meetings	This is a one on one parent meeting.
# of Parent Trainings	Here you will count the number of trainings you have hosted or presented during that designated period of time.
# of Parent Trained	Here you will include the number of parents that are at the parent trainings. Also include the number of parents trained during a P2P training that you hosted.
# of Parent Trainings using P2P	Here include the number of parent trainings that you hosted using P2P.
# of Teacher/Administrator Trainings	Include the number of trainings that you presented to teachers/administrators
# of Teachers/ Administrators Trained	Here you will include the number of teachers/administrators that you trained/presented to).
Other	Here you will record a contact that you feel has been instrumental in your role as a Parent Mentor. Put an explanation in the notes section on your Qtrly Contact Summary Report

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****** Remember not everything you do is counted. Some calls/ meetings are just part of your job and are not being counted and/or collected.
When you record your contacts think, "What hat am I wearing?" "What job am I getting paid for?"**