

**SD148 Induction/Mentor Program  
Request for Release Time**

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: Release time for Induction/Mentor program

Date: \_\_\_\_\_

I am a mentor/protégé involved in the Induction/Mentor program. I am requesting release time on \_\_\_\_\_ from \_\_\_\_ am/pm to \_\_\_\_\_ am/pm in room \_\_\_\_\_ to complete the following activity:

\_\_\_\_\_  
Pre-conference          Observation          Post-conference          Activity          Other

Mentor signature: \_\_\_\_\_

Protégé signature: \_\_\_\_\_

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(Retain the upper portion with the safety facilitator release log)  
(Tear-off and return to teacher requesting release time)

Release time granted:      \_\_\_\_\_  
  Yes                          Reschedule

\_\_\_\_\_ will be able to release you from class on  
(staff providing release time)

\_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm in room \_\_\_\_\_  
(date)

in accordance with the Induction/Mentor Program guidelines.

Safety Facilitator/Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_