Request for Release Time

To: _____
From: _____
Re: Release 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: _____
Safety Facilitator signature: _____
Principal signature: _____

Release time granted: _____ _____
Yes Reschedule

(Retain the upper portion with the safety facilitator release log)

(Tear-off and return to teacher requesting release time)

Release time granted: _____ _____
Yes Reschedule

I will be able to release you from class on _____

from _____ am/pm to _____ am/pm in room _____ in accordance with the

induction/mentor program guidelines.

Safety Facilitator signature: _____ Date: _____

Principal signature: _____ Date: _____