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: _____

(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: _____

Revised 8/2017