

## 2022-2023 Submission Deadlines

What to Submit	Who Completes the Paperwork?	Due Date
Mentor Application	Mentor and Principal: Principal Submits to HR	9/2/2022
Building Level Assurance Form	Principal	09/9/22
A School List of BTs in years 1-3 with Assigned Mentor	Lead Mentor or Administrator	
Mentor Contracts for BTs 1-3	BTs and Mentors	
Orientation Checklists	BT 1s and Mentors	
First Quarter Checklists	BTs 1 and 2s and Mentors	10/21/22
Second Quarter Checklists	BTs 1 and 2s and Mentors	01/13/23
Third Quarter Checklists	BTs 1 and 2s and Mentors	03/17/23
Fourth Quarter Checklists	BTs 1 and 2s and Mentors	05/19/23