

2023-2024 APIE Mentor Coordinator Process : Refer to the *Mentor Coordinator Guide* for more information

1. **Mentor Coordinator Portal:** Log into the Mentor Coordinator (MC) Portal to review the list of APIE mentors who selected your campus. You will only see mentors with approved background checks.
 - a. Review each person's mentor profile (located on the far-right side of each person's name). Mentors provide information about their knowledge, skills, interests, experiences, race/ethnicity, languages spoken, availability, etc.
 - b. APIE will send an introduction email to you and copy the returning mentor or the new mentor once they complete the orientation. You and the mentor will continue communication to review next steps, like which student they will be paired with, when they will have weekly mentor sessions, and other logistics.
2. **Student Referrals:** Find students who could benefit from a mentorship and are interested in participation. Each campus can determine the most effective way to do this. For example:
 - a. Send an email to counselors and/or teachers along with the student referral form (in the MC portal, upper-right side, click "Forms", scroll down to MC forms to find referral form)
 - b. Ask students directly if they are interested in being mentored. Those who are, need to complete the "Student Interest Form" and sign "Mentee Agreement"
 - c. Share information with parents about mentoring opportunities for their child. Meet with students whose parents request their child be mentored to confirm if the student is interested.
3. **Parent Consent:** Gather signed permission forms before students meet with their mentor.
 - a. Send parents the electronic permission form so that they can sign easily from their phone or computer. APIE will receive a notification and forward the signed form to you.
 - b. Print the permission form and send it home with the student to have signed. Suggestions to have returned promptly:
 - Students set a reminder on their phone to ask parent to sign after school.
 - Contact parents to notify them about the form they need to sign after school.
4. **Scheduling and Introductions:**
 - a. Determine the best day/time for students to meet with their mentors each week.
 - b. Determine location of weekly mentor sessions (library, courtyard, counseling office, etc).
 - c. Create a pass for the student to use each week. Notify any teachers/staff if a student needs to miss class or leave class early to prevent conflicts and them being marked absent.
 - d. Notify mentors the date/time of the first meeting and where to go.
 - e. Introduce students and mentors during the first meeting. Show them the place they will be meeting and provide any additional important information.
5. **Update Mentor Coordinator Portal:** Add student's information to the MC portal by clicking the notepad icon on the far left of their mentor's name. Change school status to "Placed".
6. **Mentee Check-in:** Check in with students to learn about their mentorship experience.
7. **Schedule Changes and Ongoing Communication:** Update mentors and students when sessions need to be rescheduled or canceled. Mentors may reach out to you with questions or concerns about students.