How do I Submit a Mentor Verification Form?

<table>
<thead>
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<th>Step</th>
<th>Directions</th>
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<tbody>
<tr>
<td>1</td>
<td>Navigate to the Forms tab and locate the My Actions Channel on the page.</td>
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<td></td>
<td>- Click the <strong>Mentoring Forms</strong> button, as seen above.</td>
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<td>2</td>
<td>A new window will open, revealing a blank Mentor Verification form to be completed. In order to enter information into the form, first click the <strong>Edit</strong> button located at the bottom of the form, as seen below.</td>
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</tbody>
</table>
Submit the Mentor Verification form. Click the Submit button located at the top of the window.

Confirm the Submission.
- A small window will open, allowing you to either close the pop-up to stop the action or to click Confirm.
Review Submissions via the My Transactions channel.

1. Once the form has been submitted, you will be returned to Forms page. Scroll down the page to the My Transactions channel to view transactions that have been created by, owned, or shared with you. Use the drop-down field to select one of the three options.
2. Select the checkbox to view only active transactions.
3. If desired, click Export to CSV to view your transactions via a spreadsheet.
4. Click the Options button to the left of each transaction to Open or Assign the transaction.

Review by Staff Development and Submission to Chief School Officer

- After the Mentor Verification form has been submitted, a designee in the Staff Development office will review the information. To approve the reviewer will select either the “Candidate received mentoring” or the “Candidate qualifies for waiver” option as seen in the screenshot below.

- The last step is for the reviewer to select either the “Submit to Chief School Officer” option or the “Return to Candidate” option. The options and Submit button are located at the top of the form.