**PBIS Tier 2 “Mentor” Checklist**

- **Morning Check-In (< 5 min per student)**
  - Greet each student individually (see examples below)
  - Collect DPR card from previous day and put in “Mentor” folder *if signed by parent, give student an Eagle Expectations ticket and thank them for being responsible*
  - Give student new DPR card (make sure it is dated)
  - Prompt student to have a good day and to meet his/her goals

- **Things you might say at Morning Check-In**
  - You’re here on time again – Great!
  - It’s great to see you this morning!
  - Looks like you’re ready for a good day!
  - Thanks for coming to check in!
  - Sounds like you had a great weekend!
  - We missed you yesterday (if student absent) – it’s nice to see you!

- **Afternoon Check-Out (<5 min per student)**
  - Greet each student individually and accept DPR card
  - Review day by calculating points earned and comparing to goal
  - Fill out your Weekly Mentor Monitor Sheet
  - Help student fill out reflection portion of DPR card & send with student
  - Remind student of potential rewards (“CICO Store” sheet)

- **Things you might say at Afternoon Check-Out**
  - You had a great day!
  - Your mom/dad are going to be so proud of you!
  - You made your goal – wow!
  - Looks like today didn’t go so well – I know you can do it tomorrow
  - You look a little frustrated – what happened?
  - We all have bad days – I know you can turn it around tomorrow.

- **Weekly Responsibilities**
  - Give Ms. Pelsue all Weekly Point Sheets/DPR cards you have collected every Friday
  - Make sure to ask Ms. Pelsue for more DPR cards when needed
  - If you have any concerns, please let Ms. Pelsue know so we can problem solve around any issues you may be having
  - If you are absent, the classroom teacher will “mentor” the student for the day. Make sure to collect the DRP card from the teacher/student for the day(s) you were absent.