



Form 1 — Tier 1 Conversation & Reflection Log

Site-Level Resolution / Kept by the Teacher Candidate and Mentor Teacher; reviewed periodically by the University Field Supervisor

Teacher Candidate:	School / Site:
Mentor Teacher:	University Field Supervisor:
Quarter:	Program: ☐ Undergraduate ☐ Graduate

Purpose

Tier 1 covers everyday friction with no safety, ethics, or equity concern. Most issues are resolved directly between the Teacher Candidate and mentor teacher and never leave this log. Its purpose is to create a running, dated record so that if a concern turns out to be recurring, there's already a clear account of what was said and tried.

How to Use This Log

- Add an entry within 48 hours of any concern you raise or that is raised with you.
- One row per concern, not per day. If the same issue comes up again, add a new row and note it's a repeat.
- Keep entries factual and brief: what happened, who you spoke with, what was agreed.
- This log is not routinely submitted to OFPP. It may be submitted as supporting documentation if the concern escalates to Tier 2 or Tier 3.
- Move to Tier 2 when a concern remains unresolved after a direct Tier 1 conversation, recurs despite coaching, or when the Teacher Candidate and mentor teacher determine that facilitated support would be beneficial.

Conversation & Reflection Log

[illegible]