



Mentor Program School Information Sheet 2009-2010

School Name: Andrews Elementary

Address: 6801 Northeast Dr.

Driving Directions: Located off Berkman Dr. on 290 E

Parking Instructions: Along side streets – Northeast Dr., Loyola Lane. **NO** parking in circle drive in front of the school.

Mentor Contact Name: Erin Smith

Mentor Contact E-mail: erin.smith@austinisd.org

Mentor Contact Phone: (512) 414 - 1833

Mentor Contact Availability:

Monday	all day	Tuesday	limited
Wednesday	all day	Thursday	all day
Friday	limited		

Mentor Contact Office/Room: Portable 9A

Sign In Procedures: Sign in at front office and in Mentor Log book (also located in front office)

Meeting Locations: Will vary; can meet in cafeteria, library, conference room, or CIS/PSS portable (P9) depending on time of visit and space available.

Best Time/Day to Meet: During student’s lunches

Instructions for Canceling a Meeting: Call front office ASAP so student & teacher can be notified of cancellation (Main Office # (512) 414 – 1770)