



# Parent Training & Information

## COMMUNICATION LOG

Date:		Time:	
Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In Person			
Phone Number:	Email:	Who Initiated:	Who participated, received or attended:
What prompted the communication:			
Comments:			
<input type="checkbox"/> Follow-up required date: _____		<input type="checkbox"/> Follow up complete date: _____	
Date:		Time:	
Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In Person			
Phone Number:	Email:	Who Initiated:	Who participated, received or attended:
What prompted the communication:			
Comments:			
<input type="checkbox"/> Follow-up required date: _____		<input type="checkbox"/> Follow up complete date: _____	
Date:		Time:	
Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In Person			
Phone Number:	Email:	Who Initiated:	Who participated, received or attended:
What prompted the communication:			
Comments:			
<input type="checkbox"/> Follow-up required date: _____		<input type="checkbox"/> Follow up complete date: _____	
Date:		Time:	
Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In Person			
Phone Number:	Email:	Who Initiated:	Who participated, received or attended:
What prompted the communication:			
Comments:			
<input type="checkbox"/> Follow-up required date: _____		<input type="checkbox"/> Follow up complete date: _____	

The contents of this resource were developed under a grant from the U.S. Department of Education, #H328M200055. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.

