

Parent/Guardian Contact Log

Student Name:

Parent/Guardian Name(s):

Phone # (h):

Phone # (c):

Phone # (w):

Date	Time	Conversation Notes	Follow-Up Requirements
8/28/07	8:00pm	<ul style="list-style-type: none"> - Discussed new emphasis on Advisory and individual goals for Bradley - Advisees have my cell # for emergencies - Discussed PSATs 	Get back about PSATs
9/5/07	Email	<ul style="list-style-type: none"> - Followed up last contact with response on PSATs. 	
9/13/07	7:30am	<ul style="list-style-type: none"> - Mother contacted me to let me know Bradley would not be in and that he'd have his history project in on Monday 	
9/17/07	4:00pm	<ul style="list-style-type: none"> - Invited parents to Back to School Night 	
9/28/07	Email	<ul style="list-style-type: none"> - Heads up about Progress Report being taken home. 	Follow up call week of 10/1
10/2/07	5:08pm	<ul style="list-style-type: none"> - Follow up call in regards to Progress reports. 	- check with Ibenana re: grade in class
10/9/07	Email	<ul style="list-style-type: none"> - Mother emailed about Bradley's progress in graphics and with preparation for the PSATs. 	- Need to reply with requested updates.