

DOCUMENTING PARENT CONTACTS

Teacher _____ School _____ Grade _____

Please keep this posted in your room to record your parent contacts for the school year. The information will be used for your school's parent involvement planning documentation.

IF YOU SENT HOME NEWSLETTERS, NOTICES, LETTERS, NOTES, ETC. PLEASE COUNT EACH INDIVIDUAL ITEM AS A PARENT CONTACT. EXAMPLE: IF YOU HAVE 25 STUDENTS AND YOU SEND HOME 25 NEWSLETTERS EACH MONTH, YOU WOULD COUNT 25 CONTACTS EACH MONTH UNDER THE HEADING NEWSLETTERS

	Conferences	Parent Workshop Participants	Newsletters	Parent Meetings / Open House	Phone Calls	Communications Notes, Letters Notices
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						

PLEASE RECORD IN THE SPACES PROVIDED THE NUMBER OF PARENTS CONTACTED

TOTALS FOR YEAR _____

