

Parent Communication Log Sample

DATE	STUDENT NAME	PARENT/GUARDIAN	METHOD OF CONTACT	SUMMARY OF COMMUNICATION	STAFF INITIALS
2024-05-10	John Smith	Mary Smith	Phone	Discussed progress in mathematics and upcoming parent-teacher conference.	AB
2024-05-15	Jane Doe	Robert Doe	Email	Informed about improvement in attendance.	CD
2024-06-01	Michael Lee	Susan Lee	In Person	Discussed behavior in class and strategies for improvement.	EF