Livingston County Public Schools RECORD OF PARENT CONTACTS

Child/Youth's Name: Parent/Guardian:			SCHOOL: Home Language:		
DIRECTIONS: Document below all parent contacts, notifications, and/or attempts indicating date, type of contact (e.g. letter, form, telephone conference, visit, etc.), last name of person making contact, reason for contact (e.g. ARC meeting, evaluation or placement permission, progress report, etc.), person contacted (e.g. mother, father, etc.) and parent response (e.g. "will attend meeting," "gave permission," "no response," etc.)					
DATE Month/Day/Year	TYPE OF CONTACT	PERSON MAKING CONTACT	CONTACT PERSON	REASON FOR CONTACT	PARENTAL RESPONSE