**APSB SPED DEPT**

**PARENT COMMUNICATION LOG**

**DOCUMENT, DOCUMENT, DOCUMENT!** ALL CONTACTS WITH PARENTS IN THE FORM OF EMAILS, PHONE CALLS, MEETINGS, ETC. OUTSIDE OF THE IEP TEAM MEETING PROCESS SHOULD BE DOCUMENTED ON THIS SHEET. PLACE THIS SHEET IN THE FRONT OF THE STUDENT’S YELLOW IEP TRACKING FOLDER AND FILL OUT BEFORE/AFTER EVERY COMMUNICATION ATTEMPT IS MADE! THIS FORM DOES NOT TAKE THE PLACE OF THE IEP DUE PROCESS CHECKLIST WHICH MUST BE FILLED OUT TO ATTEMPT TO SECURE PARENT PARTICIPATION AT ALL IEP TEAM MEETINGS.

**STUDENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SCHOOL**: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | CONTACT INITIATED BY | GUARDIAN CONTACT MADE WITH | TYPE OF COMMUNICATION | INFORMATION DISCUSSED/FOLLOW UP |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |