

Parent-Teacher Communication Log

A simple system for documenting contact with students' families

by Angela Watson
TheCornerstoneForTeachers.com

Parent-Teacher Communication Log			Communication Log for _____ Page _____
Child's Name _____ Primary Caregiver(s) _____			
Adult #1 Name _____ Relation to child _____			
Home: _____ Work: _____ Cell: _____			
Adult #2 Name _____ Relation to child _____			
Home: _____ Work: _____ Cell: _____			
Adult #3 Name _____ Relation to child _____			
Home: _____ Work: _____ Cell: _____			
Notes: _____			
Date	Initiated By	Contact Made	
10/14	Teacher	Left voicemail on mom's cell phone at 4:37 pm re: request to sign and return report card.	
10/17	Mom	Returned report card at dismissal; spoke briefly about changes at home. John will be staying at his dad's house every other weekend now. Will be picked up by dad on alternating Fridays.	
11/2	Teacher	Called dad's home phone, left message re: IEP meeting next week.	

Parent-Teacher Communication Log and Documentation Form

This is a form I developed to help me document and keep track of interactions I had with my students' parents.

The top part of the form leaves room for contact information for whichever adults are in the child's life (since it may not be mom and dad.) I try to call all parents the first week of school to introduce myself. I use information from the registration card given to me by the school, and then once I'm on the phone with the parent, I confirm everything and copy it onto my own form along with personal notes in the margins (*do not call dad before 5 pm, grandma doesn't answer the phone but listens to voicemail, etc.*) I always write in pencil because the info changes all the time!

The Date/Initiated By/Contact Made chart serves as documentation of the attempts I've made to contact parents as well as the actual conversations. I've had lots of experiences where students' home phones are disconnected, parents don't answer the phone or return messages, etc., so this format allows me to document my efforts toward communication even when I'm not successful.

This log was invaluable when I was subpoenaed for custody cases, explaining to RTI committees why parents had not yet signed paper work, etc. The log is also really useful if you have highly involved parents, as it will help you keep track of their requests and questions.

Here's an example of a partially completed log:

Date	Initiated By	Contact Made
10.14	Teacher	Left voicemail on mom's cell phone at 4:37 pm re: request to sign and return report card.
10.17	Mom	Returned report card at dismissal; spoke briefly about changes at home. John will be staying at his dad's house every other weekend now. Will be picked up by dad on alternating Fridays.
11.2	Teacher	Called dad's home phone, left message re: IEP meeting next week.

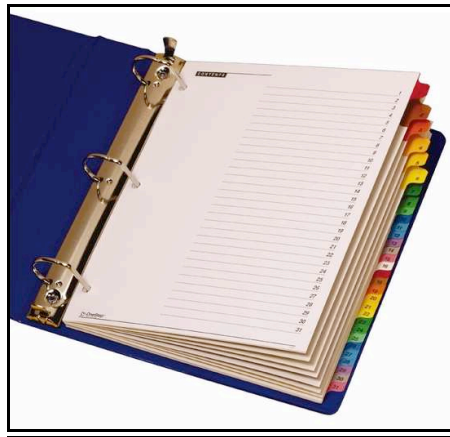
Instructions for Creating a Parent Communication Log:

I've kept the layout of the form very simple to save on printer ink when creating a class set of these forms. You'll need a binder and copies of the form, plus binder tabs if you like.

Here's how to do it:

- 1) Print the next two pages of this PDF.
- 2) Make 2 sided photocopies so that the pages are copied back to back. You will need one double-sided copy for each student in your class, plus a few extras for new students.
- 3) Make extra copies of the second page (the one with just the log, not the parent contact info at the top) in case you the main page is not enough space to record all the contact with a particular family throughout the school year. I like to copy these extra pages back to back in order to save paper.
- 4) Hole punch and put them in a binder.

You can separate each child's section with dividers if you like. I assigned each student in my class a number so it made sense for me to use numbered tabs to separate the sections in my binder. An example is below. Both the image and the link are from Amazon and tied to my Amazon Affiliates account.



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Adult #1 Name _____ Relation to child _____

Home: _____ Work: _____ Cell: _____

Adult #2 Name _____ Relation to child _____

Home: _____ Work: _____ Cell: _____

Adult #3 Name _____ Relation to child _____

Home: _____ Work: _____ Cell: _____

Notes: _____

Date	Initiated By	Contact Made

Date	Initiated By	Contact Made

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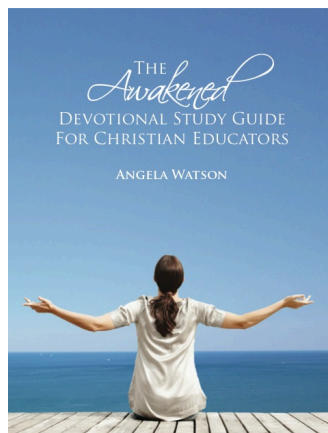
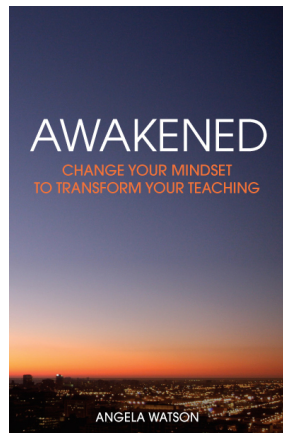
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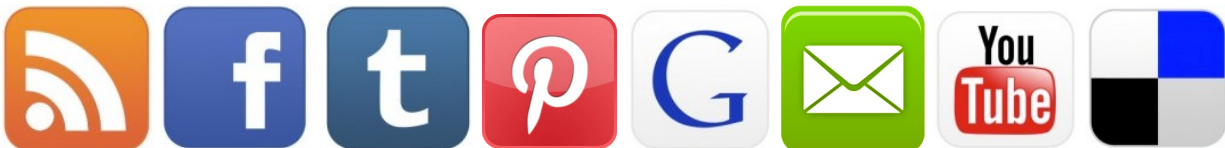
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I look forward to connecting with you online!



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