# Parent Communication Log

**Purpose:** This log is intended to help educators track all communications with parents and guardians throughout the school year. It provides a record of phone calls, emails, and in-person meetings, including the nature of the conversation and any outcomes or next steps.

## Student Information

**Student Name:** {studentName}

**Grade:** {grade}

**Teacher:** {teacherName}

**Academic Year:** {academicYear}

## Communication Records

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Method** | **Parent/Guardian Contacted** | **Summary** | **Outcome/Action** |
| {#communications}{date} | {method} | {contactName} | {summary} | {action}{/communications} |

## Additional Notes

{additionalNotes}

## Follow-Up Actions

{#followUps}

* **{followUpDate}:** {followUpDetails}

{/followUps}

This record helps establish consistent communication between school and families, providing transparency and support for the student's development.