

Parent Contact Log

Record contact with home factually, so what was said and agreed is on paper rather than in two different memories.

A record of contact with home: when, how, who, what was said and what was agreed.

FACTUAL, SECURE, AND KEPT NO LONGER THAN NEEDED

Record what was said and agreed, factually. This sheet holds information about a child and a family — keep it secure, share it only with those who need it, and keep it only as long as your setting's rules require.

Student		Class or group			Staff member	
Date	How	Who was spoken to	Reason for contact	What was said	Agreed, and by when	Follow-up done
	call / email					

Anything passed to somebody else, and to whom

Date