

# Phone Call Log Form

## School Administration

The **phone call log form** sample for school administration helps efficiently track and document important communications with parents, staff, and stakeholders. It ensures accurate record-keeping of call details such as date, time, purpose, and outcomes. Utilizing this form enhances organization and accountability in school communication processes.

*Please complete this form for each phone call made or received regarding school matters. Retain for school records.*

Date	<input type="text"/>	Time	<input type="text"/>
Caller Name	<input type="text"/>		
Recipient Name	<input type="text"/>		
Relationship to School	<div>-- Select --</div>		
Contact Number	<input type="text"/>		
Purpose of Call	<div>E.g., Attendance, Behavior, Inquiry</div>		
Summary/Outcome	<input type="text"/>		
Follow-Up Actions	<input type="text"/>		
Staff Member Recording Call	<input type="text"/>		

Signature:

Date: