

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	<input type="text" value="-- Select --"/>		
Contact Number	<input type="text"/>		
Purpose of Call	<input type="text" value="E.g., Attendance, Behavior, Inquiry"/>		
Summary/Outcome	<input type="text"/>		
Follow-Up Actions	<input type="text"/>		
Staff Member Recording Call	<input type="text"/>		

Signature:

Date: