

Parent-Teacher Contact Log Form Sample

This **parent-teacher contact log form** sample provides an organized way to document communication between educators and parents, including precise timestamps. It helps track the frequency and content of conversations to ensure consistent and transparent collaboration. Using this form enhances accountability and supports student success through effective communication.

Contact Log

Date	Time	Student Name	Parent/Guardian Name	Communication Method	Purpose/Notes	Teacher/Staff
2024-06-10	09:15 AM	Emma Johnson	Linda Johnson	Phone Call	Discussed Emma's progress in math and upcoming project deadlines.	Mr. Smith
2024-06-13	02:30 PM	Lucas Brown	Paul Brown	Email	Sent update on attendance and participation.	Ms. Lee
2024-06-15	11:05 AM	Sophia Garcia	Carmen Garcia	In-Person Meeting	Reviewed report card and set goals for next term.	Mrs. Patel