

# School Parent Communication Call Log Form

Date of Call:

Time of Call:

Teacher/Staff Name:

Student Name:

Parent/Guardian Name:

Contact Number:

Reason/Topic for Call:

E.g., Attendance, Behavior, Academic Progress, etc.

Summary of Conversation:

Key points discussed

Agreed Follow-Up Actions:

Actions to be taken by teacher, parent, or student

Next Follow-Up Date (if any):

Notes/Comments:

Submit Log Entry

## Sample Call Log Entries

Date	Teacher/Staff	Student	Parent/Guardian	Reason/Topic	Summary	Follow-Up Actions
2024-05-12	Ms. Johnson	Emily Turner	Mr. Turner	Academic Progress	Discussed Emily's improvement in math; suggested additional reading at home.	Ms. Johnson to send additional math resources by 2024-05-15.

2024-05-15	Mr. Lee	Jacob Smith	Mrs. Smith	Behavior	Talked about Jacob's classroom conduct.	Parent to reinforce classroom rules at home; follow-up call scheduled for 2024-05-29.
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