

Template
Sample

RECORD OF PARENT / GUARDIAN CONTACTS re. STUDENTS

TEACHER'S NAME: _____ SCHOOL YEAR: _____

SCHOOL'S NAME: _____ DSB: _____

| STUDENT NAME & COURSE + PARENT SURNAME | DATE & TIME MET or PHONED | ITEM(S) DISCUSSED | ACTION TAKEN + FOLLOW-UP |
|-------------------------------------------------|---------------------------------|----------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

When contacting parents, be prepared, be organized, and be a good listener.

[Apt/1g/WTWParent-StudentContactTemplate/TEACHER WORKSHOPS: PLAN FOR LESS STRESS: AID CL's]

Tim's presentations for teachers – Website: www.timwesthead.com Email: tim@timwesthead.com