Birmingham Public Schools

PARENT CONTACT LOG

This form is the record of all parent contacts made requesting their attendance at the various IEPC meetings and annual reviews. Copies of letters requesting parental attendance should be kept in the student's file. Phone calls and other attempts to make contact and responses to those attempts should be logged. It is strongly recommended that this form be utilized.

PARENT/STUDENT CONTACT LOG

Student Information

Student		Certification	
Birthdate	Grade	Last IEP Date	Last MET Date

Person Contacted	Type of Contact					Outcome(s)	Person Making Contact
	Letter	Phone	School	Home Call	Other		

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