

COMMUNICATION LOG

While school is remote, it can be very helpful to log your communication regarding your child's education. This is a sample template of how you could organize that information.

Date & Time of Call or Email	Name/ Organization	Phone Number or Email	Details of Call or Email <ul style="list-style-type: none">• Who initiated the phone call?• Was your attempt to reach this person successful? If not, did you leave a voicemail?• What was discussed on this call? What are the next steps?• If possible, print the email and any responses. Put in a folder with this log.