

SPECIAL EDUCATION • HOME
AND SCHOOL

EDITABLE

PARENT COMMUNICATION LOG & HOME NOTES

Family contact sheet, caseload directory, detailed and quick contact logs, attempted-contact log, daily and weekly home notes, positive contact tracker, concern record, progress report cover note and delivery log, meeting notes. Fillable PDF.

LOG Parent Contact Log, Detailed

The record: Date and time, who, how, what was said on both sides, what is owed, and when it was done. Eight tall rows; print it again when it fills.

STUDENT CASE MANAGER / TEACHER SCHOOL YEAR / SHEET NUMBER

Method codes: C Call E Email T Text N Note home P In person V Video call A Class app

DATE / TIME	WHO (FAMILY MEMBER WHO STARTED IT)	METHOD (CODE)	TOPIC	WHAT WAS SAID, IN OBSERVABLE WORDS, BOTH SIDES	FOLLOW-UP NEEDED (WHAT, BY WHEN)	DONE (DATE)

LOG Parent Contact Log, Quick

Sixteen short rows for the routine contacts you only need the date and topic of. Anything with a follow-up or a concern goes on the detailed log (page 7) instead.

STUDENT, OR "WHOLE CASELOAD" CASE MANAGER / TEACHER MONTH / SHEET NUMBER

Method codes: C Call E Email T Text N Note home P In person V Video call A Class app

DATE	WHO	METHOD (CODE)	TOPIC (A FEW WORDS)	FOLLOW-UP (WHAT, BY WHEN, OR NONE)

LOG Attempted Contact Log

The tries that did not connect. A voicemail left on Tuesday and an email that bounced on Wednesday are part of the record only if they are written down.

STUDENT CASE MANAGER / TEACHER REASON FOR THE CONTACT (ONE LINE)

Result codes: NA No answer LM Left message B Bounced / undeliverable WN Wrong number or disconnected O Other (write it)

DATE	TIME	METHOD (CODE)	RESULT (CODE)	NEXT TRY (DATE, TIME, METHOD)	INITIALS

HOME Daily Home Note

One page per day for the student whose family wants to hear every afternoon. Blocks, not rows; how the day went, what we worked on, one good thing, and a reply from home.

STUDENT DATE FROM

How the day went (in plain words a family can picture)

What we worked on today

ONLY IF YOUR CLASSROOM TRACKS IT (TYPE THE LARGEST, BEST, TOILETING, OTHER)

MORNING MIDDAY AFTERNOON NOTE

One good thing

Needs from home (a form, supplies, a reply)

Reply from home (anything you want us to know for tomorrow)

TRACKING Positive Contact Tracker

A check for every good news call or note, before students by nine weeks. Type the goal at the top and the empty cells tell you who to call this week.

CASE MANAGER / TEACHER QUARTER / WEEKS OF

GOAL: ONE POSITIVE CONTACT PER STUDENT PER ... WEEKS (TYPE THE NUMBER)

STUDENT	W1	W2	W3	W4	W5	W6	W7	W8	W9	TOTAL
Week of										

RECORD Concern Contact Record

One record per concern: what was seen or heard, who was contacted, what was agreed, the follow-up date, and the outcome. Two records per page.

A record of a concern, not a judgment about a family

Write the concern as what was seen or heard, with dates and counts. "Cried at dismissal on 9/22 and 9/23 when the line moved before her backpack was opened." Write what the family said in their words and what both sides agreed to do. The same contact also gets a row on the detailed log (page 7); the thread lives here.

STUDENT DATE OF THE CONTACT WHO WAS CONTACTED, BY WHOM, AND HOW

The concern, in observable words (what was seen or heard, when, how often)

What was said, and what was agreed (by whom, by when)

FOLLOW-UP DATE FOLLOW-UP DONE (DATE, METHOD) CLOSED ON

Outcome: what had happened by the follow-up date

STUDENT DATE OF THE CONTACT WHO WAS CONTACTED, BY WHOM, AND HOW

The concern, in observable words (what was seen or heard, when, how often)

What was said, and what was agreed (by whom, by when)

Fillable PDF

18 Pages

Two Contact Logs

Home Notes

BRIGHT PATH SPED

One rule: log it the same day. One page for each kind of contact. Write what was said and what was agreed; leave out what you think about the family.

KIND OF CONTACT	USE	WHERE
A call, email, text or conversation you need the full record of	Parent Contact Log, detailed	Page 7
A routine contact you only need the date and topic of	Parent Contact Log, quick	Page 8
You tried to reach the family and did not	Attempted Contact Log	Page 9
A note that goes home every afternoon	Daily Home Note, or the two-per-page note	Pages 10, 12
A note that goes home on Friday	Weekly Home Note	Page 11
A good-news call or note	Positive Contact Tracker, and a row on the log	Pages 13, 8
A concern you raised with the family	Concern Contact Record, and a row on the detailed log	Pages 14, 7
The quarterly progress report going home	Progress Report Cover Note and Delivery Log	Page 15
Asking for, confirming, or thanking for a meeting	Meeting Request and Reminder Notes	Page 16
Phone numbers, language, best times, who may be contacted	Family Contact Sheet and Caseload Directory	Pages 5, 6

Log it the same day

A contact written down a week later is a memory, not a record. Write the row before you leave the building: the date, the time, who, how, and what was said. If the call happens in the parking lot, write it on your phone and copy it in the morning. The attempted log (page 9) exists so that the tries count too.

What to write, and what not to write

- ☐ What was said, on both sides, in the words used: "Mom asked whether the folder goes home Fridays."
- ☐ What was agreed, and by when: "I will call again on 10/1."
- ☐ Observable facts with dates: what the student did, what was sent, what came back.
- ☐ Not opinions about the family, not guesses about why, not anything you would not want read aloud.

What this file is not

Not the district's contact form, not a legal record, and not a rule about how often to call. It is the working paper you keep so that the district form, the conference, and the progress report can be filled in from something that was written on the day. Custody and contact notes are copied from the file, as the file states them, never summarized.

Your district's policy on family contact (what is logged, where it is kept, how long)

LOG Parent Contact Log, Detailed

The record. Date and time, who, how, what was said on both sides, what is owed, and when it was done. Eight tall rows; print it again when it fills.

STUDENT

CASE MANAGER / TEACHER

SCHOOL YEAR / SHEET NUMBER

Method codes: C Call E Email T Text N Note home P In person V Video call A Class app

DATE / TIME	WHO (FAMILY MEMBER; WHO STARTED IT)	METHOD (CODE)	TOPIC	WHAT WAS SAID, IN OBSERVABLE WORDS, BOTH SIDES	FOLLOW-UP NEEDED (WHAT, BY WHEN)	DONE (DATE)

What was said, not what was meant

“Dad said the folder came home empty Thursday; I said I would check with the para and call Friday” is a record. “Dad was upset about the folder” is a guess. Write both sides in the words used, write what was agreed, and write the date the follow-up was done in the last column, not just a check.

Follow-ups still open at the bottom of this sheet (carry them to the next sheet)

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Parent Contact Log, Quick

Sixteen short rows for the routine contacts you only need the date and topic of. Anything with a follow-up or a concern goes on the detailed log (page 7) instead.

STUDENT, OR "WHOLE CASELOAD"

CASE MANAGER / TEACHER

MONTH / SHEET NUMBER

Method codes: C Call E Email T Text N Note home P In person V Video call A Class app

DATE	WHO	METHOD (CODE)	TOPIC (A FEW WORDS)	FOLLOW-UP (WHAT, BY WHEN), OR NONE

When a quick row is not enough

If the contact raised a concern, changed a plan, or left something owed, it belongs on the detailed log (page 7) with what was said on both sides. The quick log is for the folder note, the reminder text, and the good-news call.

Reminders to send this week

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One page per day for the student whose family wants to hear every afternoon. Blocks, not rows: how the day went, what we worked on, one good thing, and a reply from home.

STUDENT

DATE

FROM

How the day went (in plain words a family can picture)

What we worked on today

ONLY IF YOUR CLASSROOM TRACKS IT
(TYPE THE LABEL: MEALS, REST,
TOILETING, OTHER)

MORNING

MIDDAY

AFTERNOON

NOTE

One good thing

Needs from home (a form, supplies, a reply)

Reply from home (anything you want us to know for tomorrow)

QUESTIONS? BEST WAY TO REACH ME

SIGNATURE (FAMILY), IF YOUR SCHOOL ASKS FOR IT

CASE MANAGER / TEACHER

GOAL: ONE POSITIVE CONTACT PER STUDENT PER __ WEEKS (TYPE THE NUMBER)

What counts as a positive contact

Students with no check in the last __ weeks, and the plan to fix it

EXAMPLE

A Contact Log, Filled In

Ava is invented, and so is every entry. Notice that each row says what was said and what was agreed, with a date, and nothing about what anyone felt.

Parent Contact Log, detailed (page 7) — Ava, second grade (invented)

Case manager: J. Torres · **Family contact sheet (page 5):** Mom prefers email before 8 am, Dad prefers a call after 4 pm; no interpreter; nothing on file about contact, checked 8/31.

DATE / TIME	WHO	METHOD	TOPIC	WHAT WAS SAID, IN OBSERVABLE WORDS, BOTH SIDES	FOLLOW-UP NEEDED	DONE
9/9, 3:20 pm	Mom (Ms. Rivera); I called	C	Good news, first week	I said Ava finished all four reading rotations on 9/7, 9/8 and 9/9 and asked to read her book to the class. Mom said Ava talked about the book at dinner and asked when reading group meets; I said 9:15 to 9:45 daily.	None	Y
9/16, 7:45 am	Mom; she emailed	E	Homework folder	Mom wrote that the folder came home empty on 9/10 and 9/11. I replied that the para packs it at 2:50, that I would check with her, and that I would put the folder in the backpack myself through 9/18 and email Friday.	Check with para; email Mom 9/18	Y, 9/18
9/24, 4:05 pm	Dad (Mr. Rivera); I called	C	Dismissal routine (concern)	I said Ava cried at dismissal on 9/22 and 9/23 when the line moved before her backpack was zipped. Dad said she does the same at home when rushed. Agreed: Ava packs up five minutes early with the para from 9/25; I call again 10/1.	Call 10/1; concern record started	Y, 10/1
10/1, 3:30 pm	Dad; I called	C	Follow-up on dismissal	I said Ava packed up early on 4 of the 5 school days since 9/25 and did not cry at dismissal on any; on 9/29 she left early and the para packed for her. Dad said mornings were calmer too. Agreed: keep the early pack-up; check at the November conference.	Bring to the November conference	—

Attempted Contact Log (page 9) — the call the day before entry 3

DATE	TIME	METHOD	RESULT	NEXT TRY	INITIALS
9/23	4:10 pm	C	LM (asked for a call back)	9/24 after 4:00 pm, call again	JT

Why these four rows hold up, and what is not on the page

Every row has a date and a time, says who started the contact, and quotes both sides in the words used. The concern row (9/24) names what was seen and on which days, what Dad said, and what was agreed, with a date for the next call; the 10/1 row reports a count (4 of 5 days), not an impression. The good-news call is a check on the tracker (page 13); the 9/23 try is on the attempted log; the 9/24 row starts a concern record (page 14). Nothing here says why Ava cries, and nothing about the family beyond what Dad said.