Communication Log

Date: Time:	Re[illegible]t:	Notes:

PARENT CALL LOG

SCHOOL: **GRADE:**

TEACHER: **SCHOOL YEAR:**

Child:

HOTLINE CALL LOG SHEET SAMPLE

Because data collection needs for each agency vary, this sample form has been provided to illustrate how an agency may want to design their own form and not necessarily intended for use as is.

Staff Name:_____ **For Dates:** ___/___/___ **to** ___/___/___

Date of Call	Type of Call 1. Hotline—Client ID 2. Hotline - Not Client 3. Info/Referral 4. Call Back-Not Client	Time Spent (minutes)	Service Type (clients only)	Referred From	County	

Parent Contact Log

Teacher _____ * Type of Contact: P=Phone; L=Letter; PC=Parent Conference

Date	Student	Type*	Reason	Result

TEACHER PHONE LOG TEMPLATE PRINTABLE