# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## School parent communication log

Every parent contact logged - calls, emails and meetings, with follow-up.

**Date:** _____

**Communication log**

| Date | Parent | Student | Method | Summary | Follow-up |
|---|---|---|---|---|---|
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**Sign-off**

**Name:** _____ **Signature:** _____ **Date:** _____