[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. Add or remove table rows to fit your needs. 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	[Date]

Communication log

Date	Parent	Student	Method	Summary	Follow-up

Sign-off

Name	Signature	Date