

Parent-Teacher Communication Log Pack

Factual, brief records for positive contact, concerns, and follow-through.

ElevateTheNorm.com

By Clay Shumate

THIS PACK INCLUDES

- 1 Family communication plan
- 2 Positive-contact tracker
- 3 Concern-call preparation form
- 4 Follow-up log

How to use this pack

Decide the routine before a difficult call is needed. Make positive contacts early and specifically, prepare facts before a concern call, and end every call with one shared next step.

QUICK START

- Fill out the communication plan once, at the start of the year or semester.
- Aim for several positive contacts before the first concern call.
- Before a concern call, write the observable facts and one question for the family.
- Log the agreed next step and follow up on the date you set.

Family Communication Plan

Decide the routine before a difficult call is needed.

Decision	My plan
Contact methods allowed by school policy	
Translation or accessibility needs	
Information shared routinely	
Response-time expectation	
Where records are kept	
When to involve an administrator	
Privacy boundaries	

Positive Contact Tracker

Specific praise is believable. Record the action, not a character label.

Date	Student	Observable action	Method	Follow-up

Concern Call and Follow-Up

Prepare facts, ask what the family is seeing, and end with one shared next step.

Student

Date of call

Observable concern: dates, frequency, and impact

Support or redirection already provided

Question I need to ask the family

Family context or response

Agreed next action	Owner	Date	Follow-up result

Need the whole lesson, not just the form?

Everything in this pack is free and stays free. When you need a ready-to-teach lesson, a sub plan you can leave tonight, or a bigger toolkit, it lives in Clay Shumate's TeachersPayTeachers store.

PAIRS WITH THIS PACK

The Parent Contact Log (FREE)

A free log with call-opener scripts for grades 6-12.

[View on TPT >](#)

PAIRS WITH THIS PACK

Parent-Teacher Conference Forms

Scripts and templates for middle and high school conferences.

[View on TPT >](#)

BEST VALUE

The Teacher Emergency Kit: ULTIMATE Bundle

64 resources for grades 6-12: sub plans, behavior tools, routines, and more in one download.

[View on TPT >](#)

FOR THE NEXT SICK DAY

Strange But True Sub Plans Mega Bundle

18 sets, 90 no-prep lessons students actually read. Leave it and take the day.

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Shop Teacher Emergency Toolkit on TPT

teacherspayteachers.com/store/teacher-emergency-toolkit

Want more free packs like this one?

The full library of free, no-email printables for grades 6-12 is at elevatethenorm.com/resources. New seasonal packs go up every few weeks.

Paid products are from the author's own store. Buying one supports the free resources on ElevateTheNorm.com.