

Parent-Teacher Communication Log Pack

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

THIS PACK INCLUDES
• Communication plan
• Positive-contact tracker
• Concern-call preparation form
• Follow-up log

Designed for grades 6-12. Print, adapt, and use it without an email gate.

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Family Communication Plan

Decide the routine before a difficult call is needed.

Primary contact methods permitted by school policy
Translation or accessibility needs
What information will be shared routinely
Response-time expectation
Documentation location
Escalation or administrator-support triggers
Privacy boundaries

Positive Contact Tracker

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

Concern Call and Follow-Up

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

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, and date
Follow-up result