[DISTRICT NAME] PUBLIC SCHOOLS DOCUMENTATION OF ATTEMPTS TO SEEK PARENT/GUARDIAN PARTICIPATION

Student:	Date of Birth:	
Parent/Guardian:	duardian: Telephone No.:	
Address:		
Responses:		
 Parent was contacted 	5. Attended meeting/conference	
2. Unable to contact parent(s)	6. Did not attend meeting	
3. Received reply requested	7. Second written notice sent	
4. Did not receive reply requested	8. Other (specify)	

Date	Type of Communication	Purpose	Response Number	Professional Initiating Contact

Instructions:

- 1. Enter the date of each contact or attempt to contact the student's parent/guardian in the first column.
- 2. Describe the type of communication. For example: letter, telephone, conference, etc. in column two.
- 3. Briefly describe the purpose for contacting the student's parent or guardian in column three. (Example: *review evaluation results, PPT meeting, discuss IEP*, etc.)
- 4. Indicate the outcome by entering a response number in the fourth column.
- 5. Enter your name in column five.

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