STONINGTON PUBLIC SCHOOLS

DOCUMENTATION OF ATTEMPTS TO SEEK PARENT/GUARDIAN PARTICIPATION

Student: _____ Date of Birth: _____

Parent/Guardian: _____ Telephone No.: _____

Address: _____

_____

Responses:

1. Parent was contacted
2. Unable to contact parent(s)
3. Received reply requested
4. Did not receive reply requested
5. Attended meeting/conference
6. Did not attend meeting
7. Second written notice sent
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.

ED624
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