

PARENT CONTACT LOG

Ventura County SELPA

Name: _____

IEP Date: _____

Triennial Date: _____

Assessment Plan Sent: _____

Parent/Guardian:

- Parent Guardian Surrogate
 Mr. Mrs. Ms.

Phone Numbers:

Home: (____) _____

Work: (____) _____

Alternate: _____

Case Manager: _____

Purpose of Meeting: _____

People invited to meeting:

- | | | |
|--|--|---|
| <input type="checkbox"/> District Representative | <input type="checkbox"/> Special Education Teacher | <input type="checkbox"/> Program Specialist |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Nurse | <input type="checkbox"/> Student |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Resource Specialist | <input type="checkbox"/> Other |

Parent will be present at meeting. YES NO

Parent was present at meeting:

Parent consents to meeting without being present. YES NO

Parent was not present at meeting:

FIRST ATTEMPT

Contact Date: _____

Person Making Contact: _____

Contact Mode:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Letter | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Phoned and Left Message | <input type="checkbox"/> Certified mail | <input type="checkbox"/> In Person |

Contact Success: YES NO

Contact Comments: _____

SECOND ATTEMPT

Contact Date: _____

Person Making Contact: _____

Contact Mode:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Letter | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Phoned and Left Message | <input type="checkbox"/> Certified mail | <input type="checkbox"/> In Person |

Contact Success: YES NO

Contact Comments: _____

THIRD ATTEMPT

Contact Date: _____

Person Making Contact: _____

Contact Mode:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Letter | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Phoned and Left Message | <input type="checkbox"/> Certified mail | <input type="checkbox"/> In Person |

Contact Success: YES NO

Contact Comments: _____

