

Student Services Department

**Parent/Guardian Contact Log**

**By Attendance Officer**

|  |  |
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| Student Name:  | Attendance Officer:  |
| School:  |  |

*Attach any email correspondence you have had with the parent/guardian.*

| **Date** | **Type of Contact***(i.e. phone, home visit, e-mail, letter)* | **Result of Contact** |
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