|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | |  | |  |  | |  | |
|  |  |  |  |  | | | | **TEACHER** | | | | | |  |
|  |  |  |  | CALL LOG | | | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Date: | | Student name: | | | | | | |  | INBOUND CALL | | |  |
|  | 21.10.2022 | | Norman Kingsley | | | | | | |  | OUTBOUND CALL | | |  |
|  | Time (Duration): | | Contacted person (relation to student): | | | | | | | Phone Number: | | | |  |
|  | 12:45 (10min) | | Harwey Kingsley / Father | | | | | | | (555) 1234 567 890 | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Call Reason: | | | | | | Communication quality | | | | | | |  |
|  | Norman tripped on the playground today. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | | | | | |  | |  | | |  | |  |
|  | Great | | Good | | | Poor | |  |
|  |  | |  | | |  | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Notes: | | | | | | | | | | | | |  |
|  | The parent was informed that Norman had a minor incident on the playground, stumbled and developed a bruise. The parent accepted the information with understanding, there is no need for urgent intervention, Norman will visit a pediatrician after school just in case. | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Date: | | Student name: | | | | | | |  | INBOUND CALL | | |  |
|  |  | |  | | | | | | |  | OUTBOUND CALL | | |  |
|  | Time (Duration): | | Contacted person (relation to student): | | | | | | | Phone Number: | | | |  |
|  |  | |  | | | | | | |  | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Call Reason: | | | | | | Communication quality | | | | | | |  |
|  |  | | | | | |  | |  | | |  | |  |
|  | Great | | Good | | | Poor | |  |
|  |  | |  | | |  | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Notes: | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Date: | | Student name: | | | | | | |  | INBOUND CALL | | |  |
|  |  | |  | | | | | | |  | OUTBOUND CALL | | |  |
|  | Time (Duration): | | Contacted person (relation to student): | | | | | | | Phone Number: | | | |  |
|  |  | |  | | | | | | |  | | | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Call Reason: | | | | | | Communication quality | | | | | | |  |
|  |  | | | | | |  | |  | | |  | |  |
|  | Great | | Good | | | Poor | |  |
|  |  | |  | | |  | |  |
|  |  |  |  |  |  |  | |  | |  |  | |  |  |
|  | Notes: | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  | |  | |  | [© TemplateLab.com](https://templatelab.com/) | | | |