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|   |   |   |   |   |   |   |   | **MARTHA** HORRY |   |
|   |   |   |   |  **PARENT**COMMUNICATIONLOG |   |   |   |   | History teacher |   |
|   |   |   |   |   |   |   |   |   | (555) 012 345 6789 |   |
|   |   |   |   |   |   |   |   |   | martha.horry@premiumemail.com |   |
|   |   |   |   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | Student |   |   |   |   |   |   |   |
|   | **Robin Terrence** |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | Mother |   |   |   |   |   |   |   |
|   | Sheila Terrence |   |   | (000) 1234 567 890 |   |   | shaila.terrence@mailprovider.com |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | Father |   |   |   |   |   |   |   |
|   | Prince Terrence |   |   | (000) 1234 012 345 |   |   | prince.terrence@mailxyz.com |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **Date / Time** | **Contact Method** | **Person Contacted** | **Notes** |   |
|   | 18/10/2023 |[ ]  Phone | Mother(Sheila) | Robin is reading several years behind grade level. She needs a comprehensive diagnostic reading evaluation by a reading specialist to determine what reading program she needs so she can become a proficient reader. |   |
|   |  |[x]  Email |  |  |   |
|   | 12:00 |[ ]  In person |  |  |   |
|   |  |[ ]  Note |  |  |   |
|   |  |[ ]  Phone |  |  |   |
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