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|  |  |  |  |  |  |  |  | **MARTHA** HORRY | |  |
|  |  |  |  | **PARENT**  COMMUNICATION  LOG |  |  |  |  | History teacher |  |
|  |  |  |  |  |  |  |  |  | (555) 012 345 6789 |  |
|  |  |  |  |  |  |  |  |  | martha.horry@premiumemail.com |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
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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. | | |  |
|  |  | Email | | |  |
|  | 12:00 |  | In person | | |  |
|  |  | Note | | |  |
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