| SCHOOL: | |  | | TITLE I TEACHER: | |  | SCHOOL YEAR: | |  | |  |
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| STUDENT NAME | | | INFORMAL CONTACTS:  Unscheduled Meeting,  Phone – Email  USPS Mail  DATE where applicable. This column is for more expansive contacts – when issues arise, share a good report, etc. Do not include group emails or newsletters. | Open House  (Optional) | Fall Parent Survey | Formal Conference(s)  Fall  Spring (optional) | Parent Workshop or Event #1 | Parent Workshop or Event #2 | | Optional Workshop or Event #3 | Spring Parent Survey |
| DATE ↓ | DATE SENT↓ | DATE(S) ↓ | DATE ↓ | DATE ↓ | | DATE ↓ | DATE(S) SENT↓ |
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| If there is more than one date for these events log the actual date for the student in the cells below. | | | | | | | |
| X for Participants | X if Returned | X(s) for  Participants | X for Participants | X for Participants | | X for Participants | X if Returned |
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