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## **Sample Communication Log**

Professional's Name	School Year

May Conf.	Date	Person	Purpose	Mode	Notes
Favial   Note, Leter   Telephone   Telep					
Telephone   Mag. Conf.     Mag. Conf.     Email   Note Letter     Clephone   Email   Note Letter     Clephone   Email   Note Letter     Clephone   Mag. Conf.     Conf.   Conf.     Co				☐ Email	
Mg_Conf.					
				Telephone	
Note Letter   Telephone   Mig. Conf.   Email   Note Letter   Telephone   Mig. Conf.					
Telephone					
May_Conf.					
Canal   Cana					
Note Letter   Telephone   May Conf.   Email   Note Letter   Teleph					
Mag.Conf.					
Email   Note Letter   Telephone				Telephone	
NoveLetter   Telephone				☐ Mtg./Conf.	
Telephone   Mag.Conf.   Email   NoteLetter   Telephone   Mag.Conf.   Email   NoteLetter   Telephone   Mag.Conf.   Email   NoteLetter   Telephone   Mag.Conf.   M				☐ Email	
Mg_Conf.					
Email   Note/Letter   Telephone   Mg/Conf.   Mg/Conf.				Telephone	
Note/Letter   Telephone   Mg_Conf.				Mtg./Conf.	
Telephone					
Mig. Conf.     Email   Note/Letter     Telephone				Telephone	
Email   Note/Letter   Telephone   Mig. Conf.   Email   Note/Letter   Telephone   Teleph				Mtg /Conf	+
Note/Letter   Telephone     Mig./Conf.     Email   Note/Letter   Telephone     Telephone     Mig./Conf.     Email   Note/Letter   Telephone     Telephone   Telephone				☐ Email	
Telephone				□ Note/Letter	
Mtg./Conf.				☐ Telephone	
Note_Letter   Telephone				☐ Mtg./Conf.	
Telephone				☐ Email	
Mig_Conf.     Email     Note/Letter     Telephone					
Email   NotorLetter   Telephone   Mig./Conf.   Email   NotorLetter   T				Telephone	
Note/Letter				Mtg./Conf.	
Telephone					
Mg_Conf.   Email   Note/Letter   Telephone   T					
Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.     Email   Note/Letter   Telephone     Mtg./Conf.     Email   Note/Letter   Telephone     Mtg./Conf.     Email   Note/Letter   Telephone     Mtg./Conf.     Email   Note/Letter   Telephone     Mtg./Conf.				☐ Mtg./Conf.	
Telephone     Mtg./Conf.				☐ Email	
Mtg./Conf.   Email   Note/Letter   Telephone   Telephon					
Email				☐ Telephone	
Note/Letter   Telephone				Mtg./Conf.	
Telephone					
Mtg./Conf.					
Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Telephone     Mtg./Conf.     Email   Note/Letter   Telephone     Telephone     Telephone				☐ Mtg /Conf	
Note/Letter   Telephone					
Telephone   Mtg./Conf.   Email   Note/Letter   Telephone   Tel					
Mtg./Conf.   Email   Note/Letter   Telephone   Tele				☐ Telephone	
Note/Letter   Telephone				☐ Mtg./Conf.	
Telephone					
Mtg./Conf.   Email   Note/Letter   Telephone   Telephone   Mtg./Conf.   Email   Note/Letter   Telephone   Tel				Note/Letter	
Email				Telephone	<u> </u>
Note/Letter   Telephone					
Telephone					
Mtg./Conf.   Email   Note/Letter   Telephone					
Email   Note/Letter   Telephone				☐ Mtg./Conf.	
Note/Letter   Telephone				☐ Email	
Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Telephone     Telephone     Telephone     Telephone     Telephone     Telephone       Telephone				☐ Note/Letter	
Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone   Mtg./Conf.   Email   Note/Letter   Telephone     Telephone   Telephone   Note/Letter   Telephone   Telephone   Telephone     Telephone				☐ Telephone	
Note/Letter				☐ Mtg./Conf.	
Telephone				Lmail	
Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Mtg./Conf.   Email   Note/Letter   Telephone     Telephone     Note/Letter   Telephone     Telephone					
Email   Note/Letter   Telephone   Mtg./Conf.   Email   Note/Letter   Telephone   Telephone   Telephone   Note/Letter   Telephone   Telephone   Telephone   Note/Letter   Telephone   Telephone   Note/Letter   Telephone   Telephone   Note/Letter   Note/Letter   Telephone   Note/Letter   Note/Letter   Telephone   Note/Letter   Note/Let				Mtg /Conf	+
Note/Letter				Email	
☐ Telephone   ☐ Mtg./Conf.   ☐ Email   ☐ Note/Letter   ☐ Telephone				☐ Note/Letter	
☐ Email ☐ Note/Letter ☐ Telephone				☐ Telephone	
☐ Note/Letter ☐ Telephone		<u> </u>			
☐ Telephone				Email	
* Documentation should be maintained by the professional of communication with stakeholders (a.g. families staff faculty students)				Note/Letter	
	* Documentati	on should be maintained by	the professional of communication with	stakeholders (a.c.	families staff faculty students)

<sup>\*</sup> Documentation should be maintained by the professional of communication with stakeholders (e.g., families, staff, faculty, students).