Family Contact Notes

This form may be used to record information received from families, observations made regarding needs of families, conversations with families, attendance related information, documentation of a missed home visit/parent-teacher conference, parent comments regarding disabilities or mental health issues, referral to family advocate, progress made on needs/goals or other notations.

Child's Name:____________________________ **Classroom**__________________________ **Family Member's Name:**___________________________

Include *DATE* and type/place of contact**:** ____

Teaching staff file in Parent Involvement/Family Services Section of child's folder. FA file w/ family info. in notebook. FS-4 7/09