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**:** _____

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