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| **Montgomery County Schools****Parent Communication Log** |
| **Student:** |  | **Teacher:** |  | **Grade:** |  |
|  |
| **Date** | **Individuals Present** | **Method of Communication** | **Information Shared** | **Outcome** |
|  |  | ☐ Letter ☐ Email☐ Telephone☐ School Conference |  |  |
|  |  | ☐ Letter ☐ Email☐ Telephone☐ School Conference |  |  |
|  |  | ☐ Letter ☐ Email☐ Telephone☐ School Conference |  |  |
|  |  | ☐ Letter ☐ Email☐ Telephone☐ School Conference |  |  |

*\* Note:* At least two parent conferences (either via telephone or in person) are required prior to Student Assistance Team referral.

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|  |  | ☐ Letter ☐ Email☐ Telephone☐ School Conference |  |  |
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