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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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