

# Classroom Teacher Documentation of Parent Contact

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of contact	Type of contact	Issues Discussed

C= Conference    T= Telephone    E= Email    H= Home visit

**Explain to the parent the challenges the student is having in class and that you are calling for input towards helping the child's success in the classroom.**

**Following are sample conversation starters:**

**Academics:**

- Tell me about your child's academic performance
- Subject(s) and areas of difficulty?
- What has been done to help in the areas of difficulty
- Has the student been truant from school?
- Is your child tardy to school or class often?
- What academic goals do you have for your child?
- Is your child involved in extracurricular activities at school?

**Home/Out of School Behaviors:**

- Tell me about your child's social development?
- Have there been any recent changes in behavior?
- Have you noticed any emotional outburst?
- Have you noticed a change in attitude?
- Is your child involved in extracurricular activities outside of school?
- Does your child read for pleasure? If so what types of reading?
- Have there been any changes in the family?
- Have there been any changes in your child's relationships to friends?
- What does your child enjoy doing when away from school?

**Health:**

- Tell me about your child's physical development
- Does your child wear glasses?
- Has your child had a major illness in the past year?
- Is your child on any medication? If so, is it taken at home or school?
- Does your child have hearing problems?
- Are there any other health issues that can assist me in my instructional planning?

Adapted January 2009, from Bristol  
Elementary School