

PARENT ADVOCACY TOOL 3

School Contact Record

A single place to preserve contacts, commitments, deadlines, and outcomes.

Student	[Name, grade, school]
Parent / Guardian	[Name and preferred contact information]
School point person	[Name, title, phone, email]
Date first reported	[Month Day, Year]
Current safety concern	[One-sentence description]
Next review date	[Month Day, Year]

Record facts promptly: After each contact, write what was discussed, who agreed to do what, and the exact follow-up date. Save the related email, attachment, screenshot, or note with a matching date.

Communication log

Date / time	Person and role	Method	What was reported / discussed	Commitment and deadline

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Safety plan commitments

Agreed action	Responsible person	Start / due date	Result / review note

Evidence and documents

Date saved	Item	Source / location	Sent to / date

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Before the next meeting or escalation

1. What has improved?
2. What has continued or worsened?
3. Were promised actions completed?
4. Has retaliation occurred?
5. What specific change is needed now?
6. What is the next response deadline?

Keep this record with copies of the letters, attachments, replies, meeting notes, and relevant school policies. Record direct quotations only when you are confident they are accurate.