School communication log

Date:	Phone 🗆 Email 🗀 Letter 🗀 In person
Who initiated:	Who participated, received, or attended:
What prompted the communication:	
What was discussed:	
What was decided:	
Date:	Phone 🗌 Email 🔲 Letter 🔲 In person
Who initiated:	Who participated, received, or attended:
What prompted the communication:	
What was discussed:	
What was decided:	
Date:	Phone 🗆 Email 🗀 Letter 🗀 In person
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