

Guidance Contact Log

(Parents, Schools, Etc.)

Student Name: _____

Admission Date: _____

Transition Specialist Name: _____

Date of Contact or Attempt	Method of Contact (fax, phone, FASTER, letter, etc.)	Name of Person and Relationship (mother or Entity (school, program) Contacted	Contact Info (Phone #, Fax #, Address, etc.)	Comments (notes from conversation, explanation of correspondence, etc.)