

**State and Federal Programs Department  
Supplemental Educational Services (SES)**

**PARENT CONTACT LOG**

This log is required of Providers to record all attempts made for unreachable students prior to requesting additional contact information and for processing student withdrawals.

<b>SES Provider:</b> _____ <b>Date:</b> _____
<b>Student's Name:</b> _____
<b>Student's ID#:</b> _____
<b>Date student was Placed/Transferred into your program:</b> _____

- All phone numbers provided by the LEA must be called each time contact is attempted
- At least one of the contact attempts must be a mailed letter home
- Contact attempts cannot be on the same date
- If all phone numbers provided are disconnected or incorrect numbers, record the information in attempt 1 and follow the email instructions below

**Please check the appropriate box(s):**

1<sup>st</sup> contact information     2<sup>nd</sup> contact information

Final, recommend student to be withdrawn from our program (Indicate the reason in the note section)

**Attempt 1**

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home: **Yes**     **No**

Letter returned undeliverable: **Yes**     **No**

**Attempt 2**

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home: **Yes**     **No**

Letter returned undeliverable: **Yes**     **No**

**Attempt 3**

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home: Yes  No

Letter returned undeliverable: Yes  No

**ADDITIONAL NOTES:**

**Upon completion of the above section, email this document to [tbersola@lasac.info](mailto:tbersola@lasac.info).** Upon receiving this document, the Language Academy of Sacramento will add any other possible phone numbers to the contact information of the student's application form and you will be notified via email.

**If you are still unable to make contact using the new information, you must then make an additional 3 attempts, complete another Parent Contact Log, check the box "2<sup>nd</sup> contact information" and email it to [tbersola@lasac.info](mailto:tbersola@lasac.info).**