



Arcadia Unified School District  
BTSA/Induction Program



### Parent Communication Log

Participating Teacher \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

It is an expectation of AUSD teachers to communicate with parents on a regular basis through various means. To begin this practice, you are asked to complete this log throughout the school year. Obtain as many copies as is needed throughout the year, available on the BTSA website.

Date	Total Time	Contact Type (Use codes)	Description of contact, including parent name(s), purpose of contact, outcome.

If you have an alternative form that you use to keep a record of parent communication, you may attach instead.

**Contact Type Codes:**

C = Conference

WR = Written Communication

PC = Phone Communication

E = E-mail

FV – Formal Classroom Visitation

IV – Informal Classroom Visitation