

Attempts to Contact Parents

Attempts to contact parents

The district has a responsibility to make a reasonable effort to contact a student's parents to obtain consent and invite them to meetings.

In order to track each time the school has attempted to contact the parents, an **Attempts to Obtain Parent Participation** document can be used.

Steps *To document attempts to contact parents:*

1. For each meeting you attempt to contact the parents about, create an **Attempts to Obtain Parent Participation**.
2. Provide meeting details and indicate what the purpose of the meeting is.
3. Each time you attempt to contact the parents, make a note of the form of contact, date, and outcome.