

DOINGWHATWORKS



SAMPLE MATERIAL

Project GRAD Weekly Parent Communication Log

Jefferson Davis High School, Texas

Topic: Dropout Prevention

Practice: Academic Supports

Project GRAD is an academic support program working with over 200 schools across the United States to improve graduation rates and prepare students for college. Its partnership with Jefferson Davis High School allows students to take enrichment classes, attend college institutes, and receive scholarship incentives for graduating. This log is used by Project GRAD staff members to keep track of parent communications, interventions, and home visits, allowing staff to include follow-up notes on what is required to keep students on track for graduation.

Teachers can adapt this log for their own use in tracking important communications with parents. To learn more about the academic support programs at Davis, view the multimedia piece *Providing Support for Students Most at Risk*.



Weekly Parent Communication Log

Student Name	Student ID	Parent Name	Reason	Method of Contact	Date 1 st attempt	Date 2 nd attempt	School Intervention	Date Home Visit	Comments/ Follow up	Signature

D=discipline A=attendance F=failing I=improvement ex. essay contest