



**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 the SES Office processing student withdrawals.

SES Provider:	Date:
Student's Name:	
Student's ID#:	
School:	
Date student was Placed/Transferred into your program:	

- All phone numbers provided by the District 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

Attempt 1

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable:

Attempt 2

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable

Attempt 3

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable

Upon completion of the above section, email this document to ses@sac-city.k12.ca.us. Upon receiving this document, the State and Federal Programs Department 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 and add them to this document below and email it back to ses@sac-city.k12.ca.us and the State and Federal Programs Department will take it from there, do not enter a withdrawal request for the student.

New Parent Contact Information (2nd three attempts)

Attempt 1

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable

Attempt 2

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable

Attempt 3

Date/Time:

Each phone number called:

Results of each number called:

Letter sent home:

Letter returned undeliverable

ADDITIONAL NOTES: