

Record of Attempts to Contact Parent for Student's Non-attendance

Provider must contact the parent of any student who misses two or more days of tutoring in a timely manner. If a student fails to attend two consecutive tutoring sessions, the Provider must contact the parent prior to the next tutoring session. If the Provider is unable to contact the parent after three attempts, the Provider should notify the District immediately and the student may be dropped from the program for non-attendance. If the Provider determines that a student is not going to be able to be tutored in compliance with the terms set forth in the SLP, the Provider must initiate a revision of the SLP and receive written approval from the parent and District.

Provider's Name	Student's Name	Dates of Absences

<i>RECORD OF ATTEMPT TO CONTACT PARENT/GUARDIAN</i>					
Contact Attempt Dates	Time	Method of Attempt	Results	Name of Person Contacted	Name of Person Making Contact

*Forward this form to the District Office by fax (850-674-4743)
 or by email to jenny.hill@calhounflschools.org*

Date District Notified: _____