IEP CLARITY CO.

CLARITY FOR PARENTS.
CONFIDENCE FOR MEETINGS.

COMMUNICATION *Log Template*

Use this log to keep a record of important communication with your child's school and IEP team.
Good documentation helps you stay organized and informed.

CHILD'S NAME: _____ SCHOOL: _____

GRADE: _____ CASE MANAGER / CONTACT: _____ SCHOOL YEAR: _____

METHOD OF COMMUNICATION (CHECK ALL THAT APPLY)

Email ☐ Phone Call ☐ In-Person Meeting ☐ Written Note ☐ Other _____

DATE & TIME	WHO I COMMUNICATED WITH (Name & Role)	METHOD OF COMMUNICATION	TOPIC / PURPOSE OF COMMUNICATION	SUMMARY OF CONVERSATION (Key Points)	ACTION STEPS / FOLLOW-UP

Tips for Effective Communication

- Be clear, calm, and concise.
- Stick to the facts and your child's needs.
- Ask questions and take notes.
- Follow up and confirm next steps in writing whenever possible.
- Keep all important emails and documents.

Remember

You are your child's best advocate.
Clear communication builds strong partnerships and helps ensure your child receives the support they need to succeed.

Educational support only. Not legal advice or representation.