

Form #11 - Documentation of Attempts to Seek Parent/Guardian Participation

Any documentation of contact history with parent(s)/guardian(s) must cover, at a minimum, the information available in this form regardless of format. This form (or equivalent documentation) does not need to be used when Form 4 is used. While the IDEA does not specifically define how much effort is reasonable, it does require that school systems keep a record of their attempts to contact. See section 34 CFR 300.322(d) for specifications regarding records.

Student Name: _____

Grade: _____ Date of Birth: _____

Guardian: _____

Address / Telephone: _____

Instructions:

- Enter the date of each contact or attempt to contact the student's parent/guardian in the first column.
- Describe the type of communication. For example: letter, telephone, conference, etc. in column two.
- Briefly describe the purpose for contacting the student's parent or guardian in column three. (Example: review evaluation results, IEP meeting, discuss IEP, etc.)
- Indicate the outcome by entering a response number in the fourth column.
- Enter your name in column five.

Response numbers:

1. Parent was contacted
2. Unable to contact parent(s)
3. Received reply requested
4. Did not receive reply requested
5. Attended meeting/conference
6. Did not attend meeting
7. Second written notice sent
8. Other (specify)

Contact Information:

If you have questions about this document or would like additional information, please contact:
the [Special Education Monitoring Team](#)

Date	Type of Communication	Purpose	Response Number	Professional Initiating Contact