
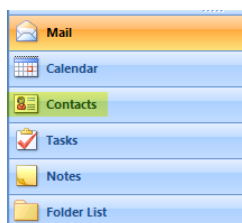


DOCUMENTING PARENT PHONE CONFERENCES



Using Outlook Contacts to document phone conferences with parents is quick and easy. Simply make a “Contact” with the parent information. You can add as little or as much as you want. When the contact is opened, there is a nice big “Notes” section where you can have a written record of parent phone calls.

1. Open MS Outlook.
2. Click on the “Contacts” button.
3. Click on “New”. 
4. Fill in the contact information.
5. Click “Save and Close”.



Full Name... Parent Name
Company:
Job title:
File as:
Internet
E-mail... putting an email will help with followup
Display as:
Web page address:
IM address:
Phone numbers
Business...
Home... 222-2222
Business Fax...
Mobile...
Addresses
Business...
☐ This is the mailing address

Notes
9/25/10 - spoke with Johnny's parents about his class work. Parent was helpful and wants frequent updates
9/27/10 - followup conversation
9/29/10 - progress conversation

The contact information prints out nicely with the “Notes” section.

Terrell, Mary

Full Name: John Smith
Last Name: Smith
First Name: John

Home: (222) 222-2222

E-mail: johnsmith@gmail.com
E-mail Display As: John Smith (johnsmith@gmail.com)

9/22/10 - parent called with concern over student class work
9/24/10 - teacher called with update
9/25/10 - Mr. Smith called with questions over upcoming test.