**Sample Parental Non-Contact Forms**

**Verification of Non-Parental Contact**

Parent/Guardian Name Student

We have attempted to arrange a meeting with the above parent/guardian. Your child's advisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has sent an appointment time home via your child, but no response was received. We followed up by attempting to contact you twice by phone. In addition, the counseling office has mailed a request for a meeting to your home.

We have met with at school to discuss a Plan of Study and his/her enrollment plans for next year.

Please note that your child will not be allowed to enroll next year unless you meet with your child's advisor or a member of the counseling staff before school begins next August.

If you have any questions, please contact your child's advisor or the counseling office at .

Sincerely,

 **Mail a copy to parent's address and keep a copy in student's file. Also give counseling office a copy.**

Dear Parent/Guardian:

Conferences are presently being held to prepare an ICAP Folder for \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This folder will contain next year's schedule of classes, as well as a complete high school ICAP, which we feel is critical to the career goals of each student.

We have tried unsuccessfully to contact you by phone. Would you please take a moment to call at \_\_\_\_\_\_\_\_\_\_ Public Schools at on \_\_\_\_\_\_\_\_\_\_?

(TIME) (DATE)

We believe this conference Is an excellent opportunity for you to have input and be actively involved in the choices your student will be making over the next four years.

 Public Schools would greatly appreciate your response in this matter.

Sincerely yours,

**Contact Information**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



No Parent/Guardian contact has been made for the above-named student

 .

 (DATE)



Conference for above named student was held on

(DATE)

at .

(TIME)



Contact has been made for above named student; however, parent/guardian

was unable to attend the conference on .

 (DATE)

(CONFERENCE ADVISOR)

Dear

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ teacher advisor. I have tried unsuccessfully to contact you by phone. Would you please take a moment to read through the following information concerning your child's guidance program?

 High School has implemented a new program this year. The purpose of this program is to provide additional guidance for our students in the areas of Individual Career and Academic Planning (ICAP).

It is important to us that you become an integral part of this guidance process. We recognize the educational efforts you already make at home and are certain that you will see the value of becoming part of a team consisting of you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and myself. Together as a team you will help to plan your child's educational and career goals and see to it that his/her course of study in high school will contribute in a meaningful, positive way to those goals.

On (Month Day), from 2:45 p.m. to 6:00 p.m., and on (Month Day), from 8:00 a.m. to 11:00 a.m., our high school will be having parent/teacher conferences. I would like to encourage you to set appointments with teachers. You can schedule this through the registrar by calling \_\_\_\_\_.

(phone number)

While you are here please come by so that we can meet. I will be in room \_\_\_\_\_\_. I look forward to meeting you. If you have any questions, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My plan time is from \_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_.

(phone number) Sincerely yours,