

Tool 1.6–A Log to Document Contacts With the Private School Officials During the School Year

Title I

Log of LEA Contacts With Private School Officials

LEA _____

Title I Coordinator _____ Telephone Number _____

Title I Coordinator: Complete an entry for each conversation you had with private school officials to create an accurate log of contacts.

Private school	Telephone	Telephone contact: date/time/name	Purpose of contact