

Communication log · fictional example

FICTIONAL EXAMPLE ONLY. All people, dates and entries are invented for learning.

Student / class

Alex Morgan · Mathematics

Conversation date

October 6, 2026 · time unknown

Documented date

October 7, 2026

People / channel

Alex Morgan and Ms. Rivera · in person

Topic

Missing assignment score

Summary / response

Alex asked about a missing assignment score. Alex recalls Ms. Rivera saying she would check the submission.

Source / evidence

Recalled by student · no evidence linked

Status / next step

Awaiting update. Parent plans to ask for an update on October 9, 2026. This is a parent-chosen reminder, not a school deadline.

No school policy or response deadline is implied. Keep actual records and downloaded copies private.