

GradeTrail

Every step of their education, documented.

Parent-teacher communication log

One communication per sheet. Print and write, or fill a saved copy in a PDF reader.

Student initials / class (optional)

Communication date / time (or unknown)

Documented date / time

From / to / people involved

Channel: email, phone, in person, other

Topic / question

Factual summary / response (label recollections; quote only exact words)

Source / evidence reference (or none linked; retain originals)

Response status / next step

Optional parent-chosen follow-up date (not a school deadline)

Check all filled text is visible before printing. Use another sheet for longer notes. Keep completed copies private.