

Identify if parent speaks Spanish
Be specific and brief with message

Place form in basket on counter
Allow 24 – 48 hours for call to be placed

**SPANISH CALL REQUEST
STAFF**



Teacher requesting call: _____ Ext. _____

Parent Name: _____ Today's Date: _____

Student Name: _____

Parent phone: **Home** _____ **Cell** _____

Please write the message you would like communicated to the parents:

Message Left _____

Please allow 1- 2 days for a return call
Office Use only

Staff member returning call: _____ Call Back Date: _____
(Please print)

Contact with _____ was made on _____ at _____
(Parent) (Date) (Phone)

1st Attempt Date/Time: _____ 2nd Attempt Date/Time: _____
3rd Attempt Date/Time: _____ 4th Attempt Date/Time: _____

Comments: _____

Does Phone # have to be Updated? Yes No New Number _____
• New Number Given to Diane Hormann? Yes No
Follow-up Action needed Yes No

If so, what? _____

By _____