

Record of DCEC Attempts to Schedule Meeting

1st Attempt
Date of Contact _____

Parent waived 10-day notification requirement

Method of Contact

Written
 Hand carried by student
 Regular Mail Certified mail
 Fax
 E-mail
 Other: _____

Verbal
 Phone
 Voice mail / answering machine
 Face to face contact
 Other: _____

PARENT / GUARDIAN RESPONSE

Prefer a phone conference
 Will not attend you may proceed
 No response - proceed with meeting
 * Yes, I'll be there
*If parent does not show then either:
 Attempt to contact by phone
 Reschedule meeting

2nd Attempt (must be a direct contact with parent)
Date of Contact _____

Parent waived 10-day notification requirement

Method of Contact

Written
 Regular Mail
 Certified Mail
 Verbal
 Phone
 Face to face contact

Comments: _____

PARENT / GUARDIAN RESPONSE

Prefer a phone conference
 Will not attend you may proceed
 No response - proceed with meeting
 * Yes, I'll be there
*If parent does not show then either:
 Attempt to contact by phone
 Reschedule meeting

PROVISION OF PROCEDURAL SAFEGUARDS

Method used to provide:

Enclosed with notification
 Provided at meeting
 Other: _____

Date Provided: _____

Mailed
 Hand Delivered