

Verbal Communication of the Parent Information Statement Proforma

Please use this proforma to record if the contents of the Parent Information Statement (Parent Letter) was communicated verbally. **This is for your schools record only.**

Verbal Communication of the Parent Information Statement

The school verbally communicated the contents of the Parent Information Statement (Parent Letter) to the parent/guardian of _____(Child's name).

Full name of staff member responsible for communicating this information

Signature of staff member responsible for communicating this information

Date
