Mississippi Department of Human Services Division of Youth Services

Contact Log

This form is to be attached to the inside front cover of the student's file along with the Records Access Log. Communication with student's parents, other agencies, and individuals will be documented on this form. The student's dates of admission and release are entered on this log.

Student Name:				**Date of Birth:**	
Name of Facility:		**Date of Admission:**		**Date of Release:**	

Date	Phone Number	Person Making Contact	Person/Agency Contacted	Reason For Contact	Notes