

**Appendix E-3. Sample Technical Assistance Logs**

<b>Date</b>		<b>Summary of Discussion</b>	<b>Follow up?</b>
<b>To/From</b>			
<b>Phone #</b>			
<b>Division/ Program</b>			
<b>Issue</b>			
<b>Summary of Assistance/ Materials Provided</b>			
<b>Date</b>		<b>Summary of Discussion</b>	<b>Follow up?</b>
<b>To/From</b>			
<b>Phone #</b>			
<b>Division/ Program</b>			
<b>Issue</b>			
<b>Summary of Assistance/ Materials Provided</b>			

Caller		City/ Region	
Phone #		Division	
Title/Role		Date	
Date		Resolved	

	General Information
	Enrollment
	Access to Services
	Collab./Resources/Referrals
	assistance for another state
	national level assistance
	budget/project activities
	proposal preparation
	other fiscal questions

	LEA responsibilities
	local policies
	data collection
	definition of homeless

	identification
	duration of homelessness
	verify homeless/eligibility
	residency

	physical/immunizations
	guardianship
	school records
	immigration
	previous expulsion

	school of origin (SOO)
	poor attendance/misbehavior
	transportation

	M-V Subgrantees
	ARRA
	NAEHCY
	LeTendre
	foreclosure
	Research questions
	preschool
	unaccompanied youth
	foster care
	immigration
	special education/eligibility
	Title I and other federal programs

	nutrition services
	med/dent/health referrals
	mentoring
	school supplies/clothing
	tutoring
	summer school
	family violence-safety

	community-school communication
	housing support referral
	HOPE Publications/resources
	statistics/history/background
	training-regional requests/seminar

	written notification
	dispute resolution procedure

<b>Details &amp; Assistance, Materials, Guidance, Referrals Provided</b>

Follow up

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