

Knox County Schools
Guidelines and Record for Unscheduled Parent-Teacher Contact Hours
 (formerly Unscheduled Teacher-Parent Conference Day)

Activities must be completed and recorded no later than April 30.

Name _____

School _____

DATE RECORDED	DATE COMPLETED	DESCRIPTION OF CONTACT HOURS	NUMBER OF HOURS	CUMULATIVE HOURS	APPROVAL

The Tennessee Education Improvement Act of 1992 mandates that six (6) hours within the 200-day school calendar and outside of the 180 instructional days must be used for teacher-parent conferences. Principals and other immediate supervisors of teachers shall provide plans whereby classroom teachers may complete and document the required six (6) hours for unscheduled parent-teacher contact hours outside the regular 7 hour 45 minute teacher day. Examples, including but not limited to, for earning the six (6) hours credit include the following:

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| <ul style="list-style-type: none"> • Documented home visits • Open House • Grade level parent meetings • Off-campus scheduled parent contacts | <ul style="list-style-type: none"> • Individual parent conferences • Parent conferences as well as face to face, e-mail, written, and phone correspondence |
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