

## Instructions

1. Download key information from your Student Information System.
2. Edit column headers A through I (and add or remove columns as needed). Remember to make changes to each tab (or copy the tab that looks the way you want it to look).
3. Edit tab names to match grades, classes or other way you want to organize the lists.
4. Copy and paste information downloaded from the Student Information System into the appropriate tab.
5. Assign students a primary and secondary point of contact.
6. Fill in any equity considerations that may be relevant when contacting students, or prioritizing which students to contact.
7. Share the sheet with the appropriate adults who will be contacting students.
8. Communicate expectations for tracking contact with students, including any explicit expectations for comments.

Student ID	Last Name	First Name	Grade	Phone Number	Email Address	Equity Considerations	Primary School Contact	Secondary School Contact	Date of last contact	Comments
1111111	Ferris	Cordelia	6	555.555.5555	Cordelia.Ferris@coolschool.edu		Ms. Jones	Ms. Garret		
1111112	Saucedo	Dell	6	555.555.5555	Dell.Saucedo@coolschool.edu	No computer access, phone only	Ms. Jones	Ms. Garret		
1111113	Mraz	Galen	6	555.555.5555	Galen.Mraz@coolschool.edu	No computer access, phone only	Ms. Jones	Ms. Garret		
1111114	Dolce	Kaley	6	555.555.5555	Kaley.Dolce@coolschool.edu		Ms. Jones	Ms. Garret		
1111115	Sand	Delma	6	555.555.5555	Delma.Sand@coolschool.edu	IEP	Ms. Jones	Ms. Parrot		
1111116	Queener	Denice	6	555.555.5555	Denice.Queener@coolschool.edu		Ms. Jones	Ms. Garret		
1111117	Boze	Andra	6	555.555.5555	Andra.Boze@coolschool.edu		Ms. Jones	Ms. Garret		
1111118	Kealoha	Lurlene	6	555.555.5555	Lurlene.Kealoha@coolschool.edu		Ms. Jones	Ms. Garret		
1111119	Jines	Maragret	6	555.555.5555	Maragret.Jines@coolschool.edu		Ms. Jones	Ms. Garret		
1111120	Cochrane	Xenia	6	555.555.5555	Xenia.Cochrane@coolschool.edu	Parents prefer Spanish	Ms. Garret	Ms. Jones		
1111121	Delao	Janay	6	555.555.5555	Janay.Delao@coolschool.edu		Ms. Jones	Ms. Garret		
1111122	Odum	Cecelia	6	555.555.5555	Cecelia.Odum@coolschool.edu		Ms. Jones	Ms. Garret		
1111123	Marek	Gaylord	6	555.555.5555	Gaylord.Marek@coolschool.edu	IEP	Ms. Jones	Ms. Parrot		
1111124	Danforth	Ashly	6	555.555.5555	Ashly.Danforth@coolschool.edu		Ms. Jones	Ms. Garret		
1111125	Enyeart	Porfirio	6	555.555.5555	Porfirio.Enyeart@coolschool.edu		Ms. Jones	Ms. Garret		
1111126	Bodner	Anthony	6	555.555.5555	Anthony.Bodner@coolschool.edu		Ms. Jones	Ms. Garret		
1111127	Sherrod	Shawnda	6	555.555.5555	Shawnda.Sherrod@coolschool.edu	Concerns about food access	Ms. Jones	Ms. Garret		
1111128	Lezama	Jeanmarie	6	555.555.5555	Jeanmarie.Lezama@coolschool.edu		Ms. Jones	Ms. Garret		
1111129	Klein	Geralyn	6	555.555.5555	Geralyn.Klein@coolschool.edu		Ms. Jones	Ms. Garret		
1111130	Scurry	Pat	6	555.555.5555	Pat.Scurry@coolschool.edu	ELL	Ms. Garrett	Ms. Jones		
1111131	Mcgarr	Altha	6	555.555.5555	Altha.Mcgarr@coolschool.edu		Ms. Garrett	Ms. Jones		
1111132	Evert	Simone	6	555.555.5555	Simone.Evert@coolschool.edu		Ms. Garrett	Ms. Jones		
1111133	Montemurro	Paris	6	555.555.5555	Paris.Montemurro@coolschool.edu		Ms. Garrett	Ms. Jones		
1111134	Apicella	Hershel	6	555.555.5555	Hershel.Apicella@coolschool.edu		Ms. Garrett	Ms. Jones		

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