**GEORGIA PARENT MENTOR PARTNERSHIP**

**QUARTERLY CONTACTS SUMMARY REPORT INSTRUCTIONS FOR GOOGLE DOCS SUBMISSION**

The Quarterly Contacts Summary Report is a summary of the contacts tracked for each quarter based on the following categories:

Calls/Emails/Texts

Home Visits

IEP Meetings

Mass Emails/Bulk Mail/Newsletters

Parent Meetings

# of Parent Trainings

# of Parents Trained

# of Parent Trainings Using P2P

# of Teachers/Administrators Trainings

# of Teachers/Administrators Trained

# of Other Events

# of Attendees at Other Events

Each quarter consists of three months:

***1st Quarter: July/August/September***

***2nd Quarter: October/November/December***

***3rd Quarter: January/February/March***

***4th Quarter: April/May/June.***

Quarterly contacts are due to your Regional Representative on the 15th of the month following the quarter that is being reported on.

***1st Quarter: report due on October 15***

***2nd Quarter: report due January 15***

***3rd Quarter: report due on April 15***

***4th Quarter: report due on 7/15 or before you leave school***

***Quarterly Contacts are to be submitted to your Regional Representative using Google Docs. Your region’s link can be found on the Georgia Parent Mentor Partnership website (***[***www.parentmentors.org***](http://www.parentmentors.org)***) under the Learning Curve. To access the Learning Curve type the word partnership in the username box and type the word mentor in the password box.***

***You will need to submit the totals for each category for the three months of the quarter that you are reporting data on.***

***In the event that you experience technical difficulty and are not able to submit the quarterly contacts, please contact your regional representative for the alternative method so that your report will be submitted by the designated due date.***