SCHOOL MESSAGE FOLLOW-UP BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Record the date and subject of the communication.

STEP 2 Separate a requested response from a reply you have actually received.

STEP 3 Keep an agreed next step and an original message reference.

STEP 4 Which fact or document still needs checking?

SCHOOL MESSAGE FOLLOW-UP BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

MESSAGE DATE	QUESTION OR AGREEMENT	SCHOOL CONTACT / OWNER	FOLLOW-UP STATUS	EMAIL OR WRITTEN SOURCE REFERENCE

Outstanding question or record to confirm

SCHOOL MESSAGE FOLLOW-UP BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Record the date and subject of the communication.

Concrete next action

Owner / due

ACTION 2 Separate a requested response from a reply you have actually received.

Concrete next action

Owner / due

ACTION 3 Keep an agreed next step and an original message reference.

Concrete next action

Owner / due

IMPORTANT CONTEXT

The board does not interpret legal deadlines or establish a school's compliance. Verify official documentation and rules.

- [ ] Source checked
- [ ] Next action assigned