SOUTH EASTERN SPECIAL EDUCATION

Building Brighter Tomorrows

Serving Clay, Crawford, Jasper, Lawrence, and Richland Counties

JILL KELLER - WEEMS, DIRECTOR

Phone Log

All long distance calls shall be recorded on this sheet and submitted to the Director on the first working day of each month. All long distance SESE calls made from your home and all other locations shall also be recorded and submitted to the Director on the first working day of each month. This will necessitate keeping a supply of these sheets both at your home and with you while away from the office. Please be sure and turn all sheets in on the first working day of the month.

DATE	PERSON CALLING AND FROM WHAT LOCATION	TO WHOM CALLED AND THEIR NUMBER	TIME CALL WAS MADE	LENGTH OF CALL	REASON FOR CALL BRIEF DESCRIPTION