STUDENT CONTACT INFORMATION

	Name	**Relationship**	**Email**	Social Media	Cell	Home
1						
2						
3						
4						
5						

CONTACT HISTORY (Sample)

Contact History SAMPLE ONLY

	Name	**Contact Date**	**Outcome**	**Notes**
1	Jane Doe	Jul 2, 202X, 4:51:54 PM	Left a message	Will call back in 2 days
2	Jane Doe	Jul 2, 202X, 4:54:32 PM		No answer
3	Jane Doe	Jul 5, 202X, 8:26:56 PM	Person not available to talk	at work, took an additional shift, student will contact me on Thursday at 9am
4	Jane Doe	Jul 8, 202X, 8:58:45 AM	Completed Interview	Student called as promised and interview done

When actual interview attempt is completed electronically through the PSO App online (preferred method), the system will capture the Name and Contact Date/Time information automatically. Interviewer must input Outcome and Notes manually in the system before closing the interview.

CONTACT HISTORY

When the interview is completed through a paper-copy, each contact attempt has to be completed and logged into each column below (just as it is in the PSO App in the sample above).

Attempt #	Interviewer Name	Contact Date/Time	Outcome	Notes