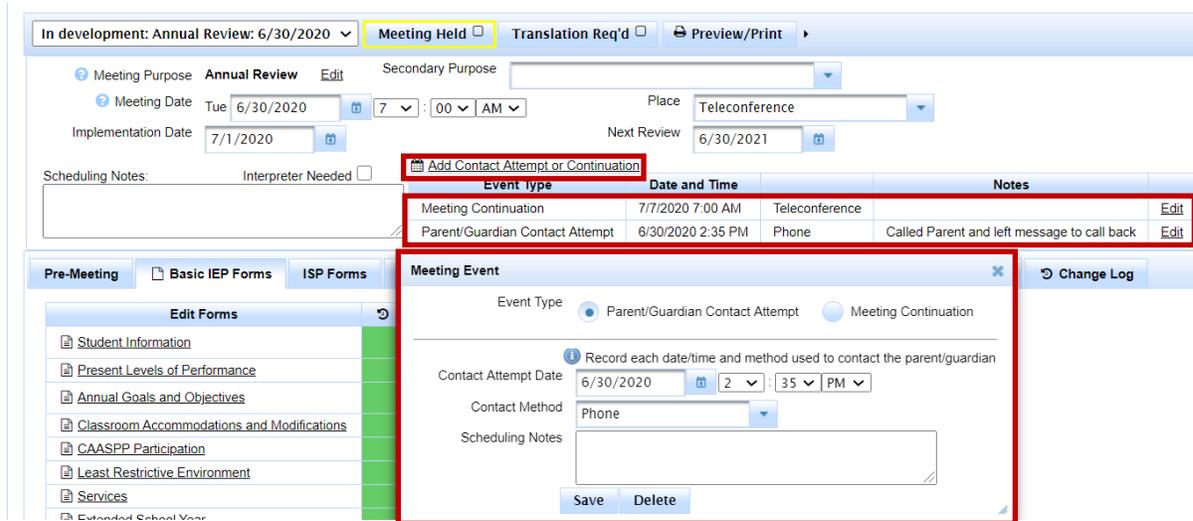


Contact Attempt: A **Contact Attempt** can be created by the provider to record all attempts to contact the parent about and IEP Meeting.

- To create a **Contact Attempt**, click on link **Add Contact Attempt or Continuation**.
- The **Meeting Event** box will then pop up.
- Select **Contact Attempt** and then fill out the Contact Attempt Date, Time, Method, and any notes you would like to record and click **Save**.



The screenshot shows the SIRAS SYSTEMS interface. At the top, there's a header with 'In development: Annual Review: 6/30/2020', 'Meeting Held' checkbox, 'Translation Req'd' checkbox, and 'Preview/Print' button. Below this, the meeting details are shown: Meeting Purpose (Annual Review), Meeting Date (Tue 6/30/2020), Implementation Date (7/1/2020), Place (Teleconference), and Next Review (6/30/2021). A table lists events: Meeting Continuation (7/7/2020 7:00 AM, Teleconference) and Parent/Guardian Contact Attempt (6/30/2020 2:35 PM, Phone). A 'Meeting Event' modal window is open, showing options for 'Parent/Guardian Contact Attempt' and 'Meeting Continuation'. The 'Parent/Guardian Contact Attempt' option is selected. The modal includes fields for 'Contact Attempt Date' (6/30/2020), 'Contact Method' (Phone), and 'Scheduling Notes'. There are 'Save' and 'Delete' buttons at the bottom of the modal.

- The Contact Attempt information will be listed underneath the Add Contact Attempt or Continuation Link, along with the Meeting Continuation information.
- Check with your district about their policy on when repeated attempts to contact the parent/guardian have been unsuccessful.