



# Prospective Family Contact Form

## Demographics

1. Family Name \_\_\_\_\_
2. Date of Inquiry \_\_\_\_\_
3. Inquiry Received by \_\_\_\_\_
4. Method of Inquiry                   \_\_Telephone Call           \_\_Personal Visit           \_\_E-Mail
5. Parents Names \_\_\_\_\_
6. Address \_\_\_\_\_
7. City/State/Zip Code \_\_\_\_\_
8. Home Telephone \_\_\_\_\_
9. E-Mail Address \_\_\_\_\_
10. Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade in Fall of 200\_\_
11. Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade in Fall of 200\_\_
12. Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade in Fall of 200\_\_
13. Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade in Fall of 200\_\_
14. How did family hear about school? \_\_\_\_\_
15. Do you know any current school families? \_\_\_\_\_
16. Is family a member of the parish? \_\_\_\_\_
17. Have you seen our school (or parish) web site? (provide address) \_\_\_\_\_
18. Is family a member at another parish? \_\_\_\_\_
19. "Our Open House is scheduled for (Day / Date / Begin & End Time): \_\_\_\_\_  
I'll send you information about this event so you can visit our school."
20. Is family interested in school tour?  
\_\_Yes - Scheduled for (Day / Date / Time): \_\_\_\_\_  
\_\_No  
School tour provided on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_  
Follow-up phone call made on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_

## Recruitment

21. Sent school/parish information on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_
22. Family information forwarded to parish for contact  
on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_
23. Sent Open House invitation on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_  
Did family attend Open House?                      \_\_ Yes                      \_\_ No  
Follow-up telephone call made on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_
24. Sent school registration materials on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_

## Registration/Enrollment

25. Received registration materials on (Date): \_\_\_\_\_
26. Enrolled child/children in grade(s): \_\_\_\_\_ for 200\_\_– 200\_\_ school year.
27. Acknowledgement of enrollment sent on Date by Name
28. Assigned: \_\_\_\_\_ (Name of Family) as mentor family.

## Follow-Up Contacts

29. If child(ren) does(do) not enroll in your school  
Follow-up contact made on (Date): \_\_\_\_\_ by (Name): \_\_\_\_\_  
School child/children enrolled in \_\_\_\_\_  
Reason for not attending your school \_\_\_\_\_

### Follow-up Contact Information

Date \_\_\_\_\_ Person \_\_\_\_\_  
Reason for contact \_\_\_\_\_

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