



PERALTA DISTRICT PTA – OFFICER’S REPORT

RE: CONTACT WITH UNIT/SCHOOL/COUNCIL

PTA Officer’s Name: _____

Position on Executive Committee: _____

Date of Report: _____

❖ NAME OF UNIT/SCHOOL/COUNCIL:	
<i>For schools, indicate level (Circle one of the following):</i> Elementary School Middle School High School	<i>For schools, indicate status (Circle one of the following):</i> PTA Unit Non-PTA School
Street Address:	
City:	Zip:
Email:	Phone:
❖ NAME OF CONTACT PERSON AT UNIT/SCHOOL/COUNCIL:	
<i>For schools, please Indicate Contact Person’s connection with above school (Circle one of the following):</i> Parent Teacher Administrator Other	
Street Address:	
City:	Zip:
Email:	Phone:

❖ PURPOSE OF CONTACT/VISIT:
❖ COMMENTS OR RECOMMENDATIONS FOR FOLLOWUP:
Date(s) of Contact/Visit:

Please complete your report soon after being in contact or visiting a Unit, School or Council & send to:

Margaret Steele, 2424 Raven Road, Pleasanton, CA 94566

Questions? Contact Margaret Steele, 1st VP, Leadership at steelem@pacbell.net or (925) 846-8683