

Classroom Comms Checklist & Weekly Planner

Use the checklist below and the sample plan for weekly communication to draft your own plan for caregiver communication!

Classroom Communication Checklist

To get started:

- ❑ Gather feedback from caregivers about their language preferences and preferred communication channels (e.g., email, text, paper)
- ❑ Identify a communication tool(s) that allows you to reach all of your students' caregivers in their preferred language
- ❑ Introduce the tool(s) you will be using to communicate with caregivers this school year as well as what type of information you'll be sharing and when
- ❑ Send a message through your communication tool(s) inviting caregivers to share their insights on their child's unique strengths and learning needs

Throughout the school year:

- ❑ Share 1 caregiver-accessible announcement (brief and jargon-free) on a set day each week that focuses on what students are learning and a question stem or activity caregivers can engage in to deepen that learning at home
- ❑ Send 1 personalized message to students' caregivers each month that gives insight into their child's learning, development, and areas for growth

Sample Weekly Communication Plan

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Send weekly learning-focused announcement & invite caregivers to share input.		Send personalized message to $\frac{1}{4}$ of your students' caregivers focused on learning & areas for growth		Review instruction for the week ahead & script out a brief, accessible learning-focused announcement & activity

Tip: Sending student-specific personalized messages can feel overwhelming and time consuming. *Divide your roster into fourths (one for each week of the month) and create a template for the month to guide what learning-focused information you share about each child.*

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To get started:

- Gather feedback from caregivers about their language preferences and preferred communication channels (e.g., email, text, paper)
- Introduce the tool(s) you will be using to communicate with caregivers this school year as well as what type of information you'll be sharing and when
- Send a message through your communication tool(s) inviting caregivers to share their insights on their child's unique strengths and learning needs

Planning Consideration: Select a communication tool that enables you to communicate via preferred channels in a family's home language.

Throughout the school year:

- Share 1 caregiver-accessible announcement (brief and jargon-free) on a set day each week that focuses on what students are learning and a question stem or activity caregivers can engage in to deepen that learning at home
- Send 1 personalized message to students' caregivers each month that gives insight into their child's learning, development, and areas for growth

Sample Weekly Communication Plan

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Send weekly learning-focused announcement & invite caregivers to share how engaging their child with your tip or question goes		Send personalized message to $\frac{1}{4}$ of your students' caregivers focused on learning & areas for growth		Review instruction for the week ahead & script out a brief, accessible learning-focused announcement & activity

Tip: Sending student-specific personalized messages can feel overwhelming and time consuming. *Divide your roster into fourths (one for each week of the month) and create a template for the month to guide what learning-focused information you share about each child.*

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