# Communicating with Families - Communication Planning Tool

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| When communication will go out | Examples: email, paper handed, paper mail, face to face, conference, phone, family night, open house | Examples: All families, families of special education students, families of students enrolled in after school program… | What will the communication contain? | What questions or concerns might the family have to the content? | Is the communi-cation: not started, in progress, complete, or sent? | From your perspective, how was the communication received? What was the response rate? Were there any questions or concerns? How could the process be improved for future communication? |
| **Date** | **Format** | **Audience** | **Information the families need** | **Inputs I am seeking like from families** | **Specific skills or concepts that parents can develop, support, or reinforce** | **Attitudes I’d like to shape** | **Potential Questions or Concerns** | **Communi-cation Status** | **Reflection** |
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