VDOE Region 4 Training and Technical Assistance Center at George Mason University banner, https://ttac.gmu.edu/


Family Communication Checklist

This checklist guides teachers through considerations that enhance teacher-family communication.

| **Topics:** | **Important Questions** |
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| All about you, an introduction to their fabulous teacher | *Tell them about you – building rapport is essential!*  *What do you like to do? What is unique about you? What inspired you to teach?* |
| Introduction to your Learning Management System (LMS) | *What is your LMS? Where is your LMS located and how do parents and students sign in? How do you use the LMS? Where are assignments located and submitted?* |
| Introduction to technologies/ apps you plan to use to communicate with families  Get permission forms ready if any technologies/apps require parental permission. | *What are some of the technologies and/or apps you plan to use?*  *Do these technologies or apps require parental permission?* |
| How do you plan to communicate with families?  Communication plan for families who do not speak  English. | *How will you communicate with parents and students? When is it most convenient for families to communicate with you? What is families’ preferred communication method? (email, phone, text).*  *How do you plan to communicate with families who do not speak English?*   * *Are you able to use the* [*Talking Points app*](https://talkingpts.org/) *to communicate with non-English speaking families?* * *Are there Parent Liaisons?* * *Are there Translators?* |
| Assistive Technology | *If your student requires assistive technology to access material (reading, writing), do they understand how to use it?* |
| Student Organization | *Explain where assignments are posted and how parents can best collaborate with you for academic organization and work.* |
| Class Expectations for growth mindset, attendance, behaviors, positive behavior intervention supports | *The nuts and bolts of your class. Do you plan to share your PBIS or token economy with parents so they can participate and wrap behavior management strategies? Do you plan to use technologies like Class DOJO?* |
| Strategies for learning & behavior | *Share videos or resources so that families can support your instruction, behavior, social, or self-regulation skills.*   * Kellar Institute at GMU: <https://kihd.gmu.edu/> * PEATC: <https://peatc.org/> * PACER Center: <https://www.pacer.org/> |