|  |  |
| --- | --- |
| **Date:** |  |

**Home/School Communication (A-4)**

**DIRECTIONS:** Maintaining a record of your contacts is important in establishing a working relationship with families. Document conversations with your students’ families below, or attach documentation that includes information.

**(Minimum number of contacts is 20)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Student Name** | **Contact Name** | **Method of Contact**  **(i.e. phone, email, conference, etc.)** | **Discussion Topic** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |

**Conversation Point (with your support provider, discuss the prompts below):**

* What strategies am I using to ensure positive communication with my students and their families?
* How can I best communicate with hard-to-reach parents and families? What adjustments will I make to be more accessible to parents and families (i.e., before and/or after school)?
* How many students have access to email & internet at home?
* How will I adjust my teaching to provide for those who do not?